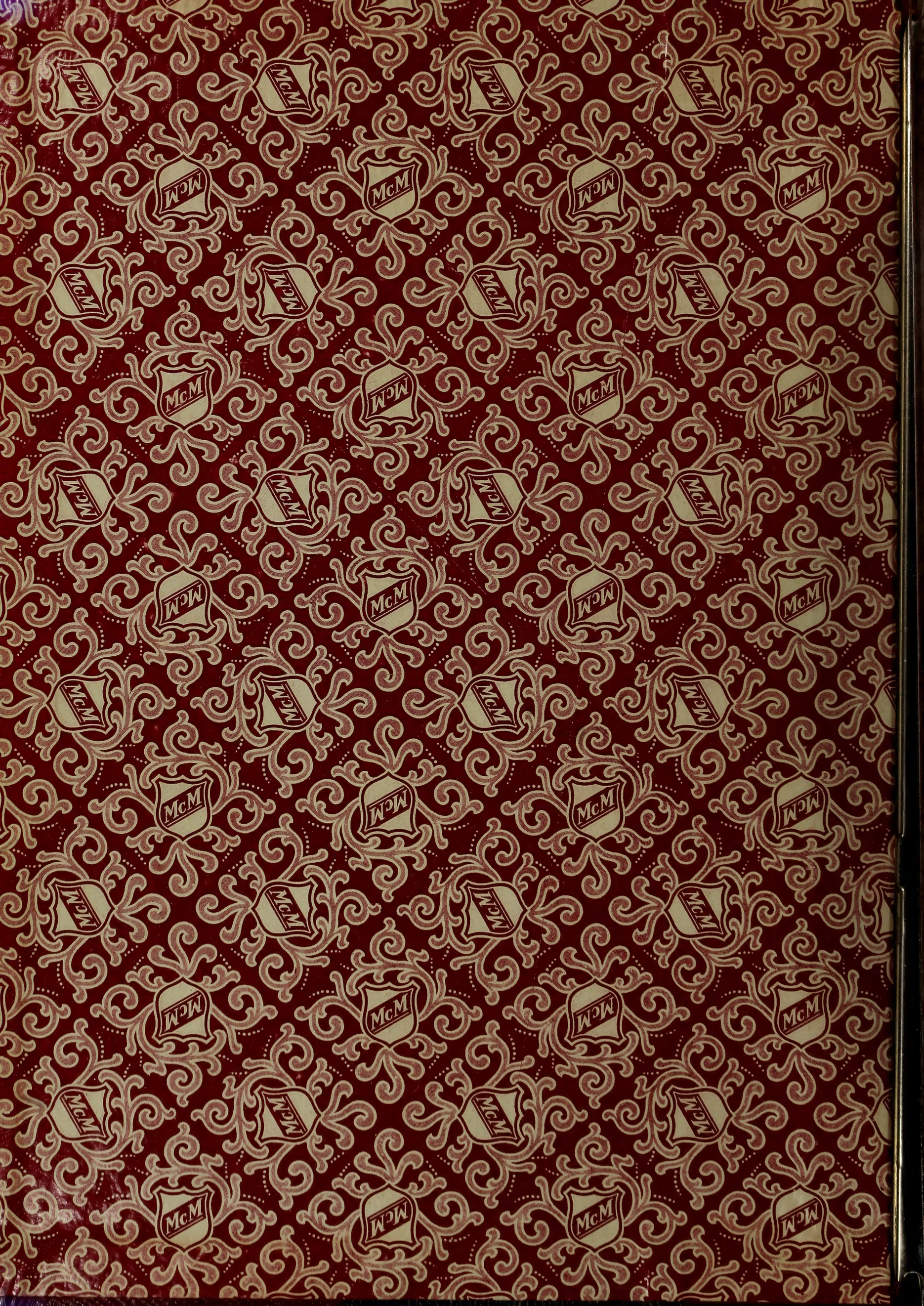


BOARD OF GOVERNORS  
UNIVERSITY OF TORONTO

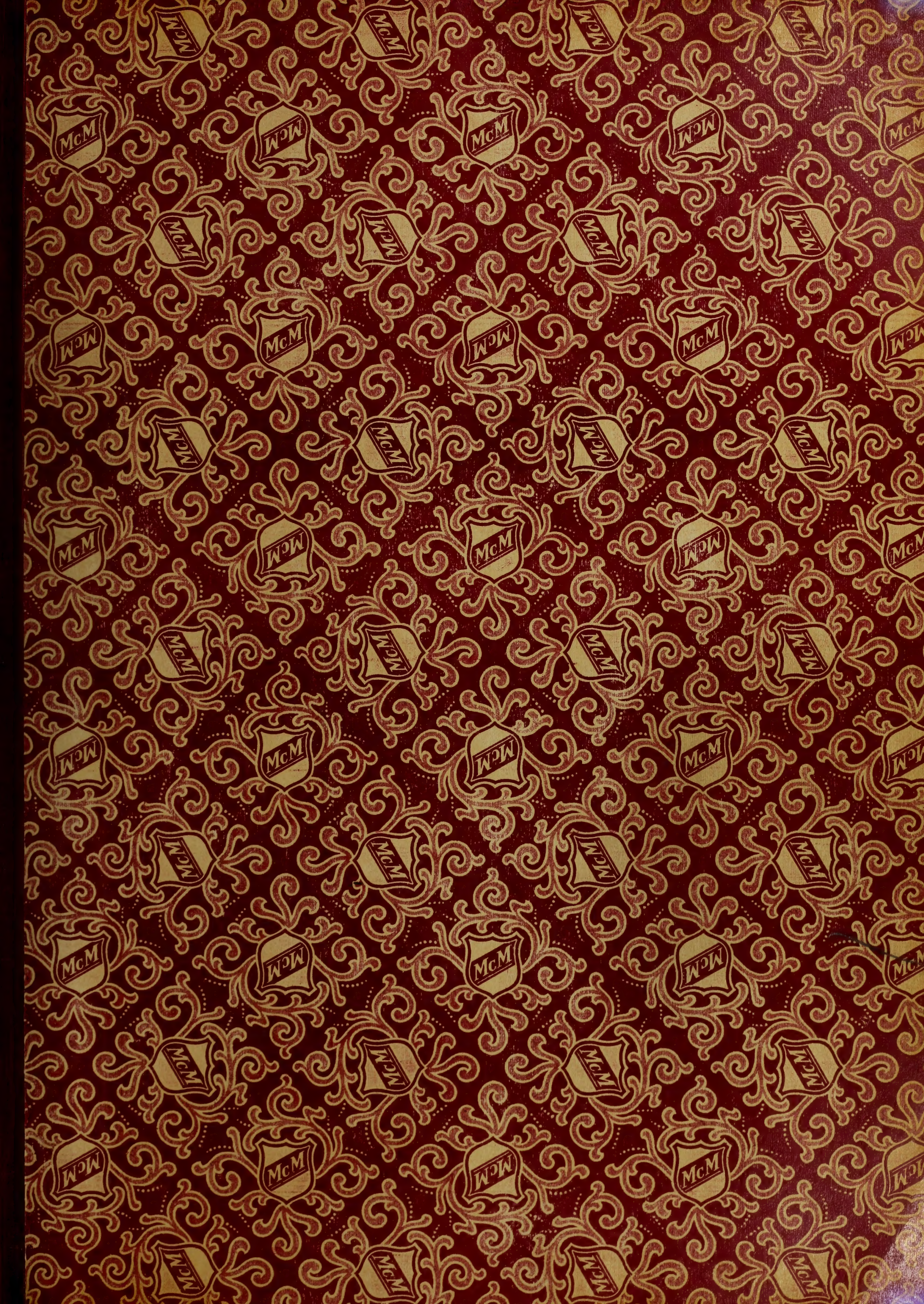
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MINUTE BOOK























Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, May 25th, 1939, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman (Dr. Russell)
The Chancellor	The President
Mr. McCulloch	Mr. Young
Hon. Dr. Ferguson	Hon. Dr. Kelly
Mr. McDonnell	Mr. Neilly
Dr. Gibson	Mr. McDougald
Mr. Osler	

The Bursar was present as Secretary

Death of  
Mrs.  
McCullagh

Before proceeding with the business of the meeting the Secretary informed the Board of the death of Mr. McCullagh's Mother at London that morning and that he had conveyed to Mr. McCullagh the very sincere sympathy of the Board in his bereavement.

The minutes of the last meeting were read and confirmed.

Letter of  
thanks from  
Dr. M. A.  
Cameron

Arising out of the minutes there was read a letter from Dr. M. A. Cameron of the Department of Educational Research thanking the Board for their expression of appreciation of his services and stating that it was with many regrets that he was severing his connection with the University.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

School of Nursing, for the Session 1938-39:

Lecturers at Refresher Course:

Thornton Mustard	\$ 40
K. S. Bernhardt	30
Miss A. M. Taylor	40 plus travelling expenses
Mrs. Florence E. Woodcock, Lecturer in Massage	85

Special Research:

Research Assistants for May and June, 1939:

Department of Chemical Engineering:

N. R. Fasken	\$125 per month
B. Marks	100 " "
G. L. Case	100 " "

J. L. Orr, Department of Civil Engineering:  
Municipal & Structural

100 " "



Appoint-  
ments  
(Cont'd)

Special Research (Cont'd):

Research Assistants for June, 1939:

Department of Chemical Engineering:

W. C. Macdonald

A. S. Weatherburn

\$125 per month  
100 " "

H. S. M. Carver, School of Architecture,  
June 15 - 30

50 " "

The following for the Session 1939-40

Special Research:

Medical Research - Banting:

G. E. Hall, Professor in charge of Administration  
from 1 July, 1939

\$5,000 per annum

Research Associates:

Miss S. Gairns, from 1 July, 1939, to  
30 June, 1940

175 " month

Joseph Doupe, from 1 August, 1939, to  
30 June, 1940

240 " "

Research Assistants:

G. W. Manning, from 15 May to 15 Sept., 1939

100 " "

W. K. Kerr } " 1 June " 30 " 1939

75 " "

F. L. Lawson } " 1 June " 30 " 1939

85 " "

D. W. Lougheed) from 1 July " 30 " 1939

80 " "

R. C. Smith } " 1 July " 30 " 1939

75 " "

From 1 July, 1939, to 30 June, 1940:

J. E. Goodwin

175 " "

Miss J. M. Lang

125 " "

L. B. Macpherson

125 " "

Miss M. Shaw

110 " "

J. H. Johnston

100 " "

C. Marchant

100 " "

N. R. Stephenson

100 " "

G. A. Meek

90 " "

F. B. Chase

70 " "

Miss E. McKenzie, from 1 August, 1939, to  
30 June, 1940

75 " "

From 1 September, 1939, to 30 June, 1940:

V. P. Collins

100 " "

Dr. Frances Mulligan

100 " "

Miss M. Wong

100 " "

Dr. Luella McClelland

90 " "

J. M. Beveridge

85 " "

Miss E. Grant

75 " "

G. W. FitzGerald (part time) from 1 October,  
1939, to 31 May, 1940

30 " "

Research Fellows:

From 1 July, 1939, to 30 June, 1940:

A. L. Hessin

100 " "

L. F. King

100 " "

Charles McArthur

100 " "

C. G. McEachern

100 " "

F. Smith

100 " "

Miss E. Melrose

95 " "

Miss D. B. Mundell, from 1 September, 1939,  
to 30 June, 1940

85 " "

Assistants, from 1 July, 1939, to 30 June, 1940:

Miss M. E. Wheatley

80 " "

Miss M. L. Wilkinson

65 " "



Appoint-  
ments  
Cont'd

Medical Research - Banting (Cont'd):

Technicians, from 1 July, 1939, to 30 June, 1940:

L. C. Brock	\$120	per month
H. Douglas	105	" "
J. Conley	100	" "
J. E. Walker	100	" "
G. Parkes	75	" "
Douglas Snow	65	" "
W. J. Watson	60	" "
Albert Arcari	55	" "
Miss N. Davy	55	" "
H. Rudney, Technician, from 1 September, 1939, to 30 June, 1940	60	" "
C. Collins-Williams, Laboratory Assistant, from 15 May to 15 September, 1939	50	" "
Mrs. Alison Moffitt, Laboratory Attendant, from 1 July, 1939, to 30 June, 1940	60	" "
Animal Assistants, from 1 July, 1939, to 30 June, 1940:		
G. Johnston	65	" "
S. Smith	65	" "
K. Sims	60	" "
Miss M. Millar, Secretarial Assistant, from 1 July, 1939, to 30 June, 1940	90	" "

Medical Research - Bruno Mendel Fund:

Miss F. Strelitz, Research Assistant, from 1 July, 1939, to 30 June, 1940	165	" "
S. Stringer, Technician, from 1 July, 1939, to 30 June, 1940	70	" "

E. J. King, Fellow on Dr. James Page Rutherford Medical Research Fund, for June, July and August, 1939	\$500
--	-------

J. L. A. Fowler, Alexander McPhedran Research Fellow in Clinical Medicine, 1939-40	\$1,200
--	---------

Amendments  
to  
Estimates

The following transfers in appropriations were granted:

Department of Physics:

From "Apparatus"	
To "Experimental Tables, Cases, Books, etc."	\$ 50

Department of Pharmacology:

From "Supplies"	
To "Apparatus"	170

Department of Chemical Engineering:

From "Supplies"	
To "Apparatus"	100

School of Engineering Research:

From "Expenses"	
To "Salaries", Department of Chemical Engineering	100
From "Expenses", " " Electrical "	
To "Salaries", School of Architecture	50
From the Department of Mechanical Engineering	
To "Salaries", Department of Chemical Engineering)	425
To "Expenses", " " " " )	10



The following communications were presented and dealt with as indicated:-

Sir Bertram  
A. Windle  
Estate

From the University Solicitor re the Sir Bertram A. Windle Estate, enclosing copies of the following letters from Mr. S. G. Crowell, Solicitor for Lady Windle, and from Rev. E. J. McCorkell, Superior of St. Michael's College:-

Toronto, May 19, 1939.

Hamilton Cassels, Esq., K.C.,  
Messrs. Cassels, Brock & Kelley,  
255 Bay Street,  
Toronto, 2, Ontario.

Dear Mr. Cassels:-

RE: Sir Bertram A. Windle Estate

I refer to the interview which Lady Windle and I had with you yesterday afternoon relating to some of the original assets of the Estate which still remain in the hands of the Trustees. These, as I understand it, consist of the following:-

Canada Permanent Mortgage Corporation 5 shares  
Blue Ribbon Company Limited, 5 preference and  
17 common shares  
Canada Cement Company Limited, 10 preference shares  
Maple Leaf Milling Company, 20 preference and 140  
common shares  
Canada Bread Company, 10 Class "B" shares  
Fisk Gold Mines Limited, 3,000 shares

These were investments made by the testator in his lifetime but are not of the character authorized under the Trustee Act as a trustee investment.

Following the recent audit of the accounts of the Estate the Executors thought it advisable to approach the Council of St. Michael's College on the subject of the retention of the assets up to the present time and also as regards to the future. As a result Father McCorkell, the Superior of St. Michael's College, has written to Capital Trust Corporation Limited, one of the Executors, a letter, copy of which is enclosed herewith.

The Executors, who are Lady Windle and Capital Trust Corporation Limited, are desirous of having the matter submitted to the Board of Governors of the University of Toronto in order, if possible, to obtain their views on the subject. On their behalf, therefore, I am requesting that you lay the matter before the Board of Governors, for their consideration.

Faithfully yours,

(Sgd) S. G. Crowell"

- - - - -

Toronto, Mar. 28, 1939.

Capital Trust Corporation Limited,  
100 Adelaide Street West,  
Toronto.

Dear Sirs:-

RE: Sir Bertram A. Windle Estate

St. Michael's College is not named as a beneficiary in the last Will and Testament of Sir Bertram Windle and consequently hesitates to take any steps which might be interpreted as being an interference with a matter which concerns the University of Toronto. It will be understood that anything which is said on behalf of the College is



purely a matter of an expression of their own attitude and is not to be taken as affecting the relationships of the University of Toronto and the Estate.

The Council of St. Michael's College has considered your request that you be furnished with some evidence of the College's intention not to instigate any proceedings charging the Executors of the Estate with losses which may have resulted through the failure of the Executors to convert non-trustee securities held by the deceased at his death.

In view of all these circumstances, the Council is disposed to take no exception to the retention, down to the present time, of the original assets now on hand. It feels, however, that in this we feel you will agree with us, that it must reserve its rights as to the future. It is suggested that yearly statements of the assets on hand should be rendered to the Council so that it may be aware from time to time of what securities are on hand and in a position at any time to indicate its views as to the realization of the same.

It is also the feeling of the Council that it must reserve its rights with respect to any compensation to be awarded in connection with the assets in question, and to be free when the question of compensation comes up for disposition to take any stand which it considers reasonable.

Yours very truly,

(Sgd) E. J. McCorkell,  
Rev. E. J. McCorkell, C.S.B.,  
Superior,  
St. Michael's College"

After considering this matter the Board instructed the Secretary to inform the University Solicitor that while at present they did not wish to criticize the action taken, still they were not prepared to condone it as they were not fully aware of all the facts relating thereto.

Also from the University Solicitor, enclosing copy of a letter from Mr. A. D. Fisker asking if the Board would extend the period for payment of the \$500 a year ground rent on No. 23 Scott Street from 8th July, 1941, to 8th January, 1947, and accept from the Estate the sum of \$52 a month, the first payment to be made on 8th July next, which payments would pay the current ground rent and retire the arrears before 8th January, 1947. This matter was referred to the Property Committee for consideration and report.

Also from the University Solicitor transmitting for the information of the Board copy of a letter from Messrs. Jennings & Clute, Barristers, together with other correspondence, regarding a possible claim for damages arising from statements alleged to have been made by Miss M. Ransom, Superintendent of the Great Hall in Hart House, to Louis Gregory, another employee, in which the latter was accused of the theft of certain articles from Hart House. The Secretary was instructed to request the University Solicitor to advise him of any developments that might occur.

Fisker  
Estate and  
Scott St.  
Property

Possible  
claim for  
damages  
re theft  
from  
Hart  
House



Statute of  
Senate

From the Registrar transmitting Statute of Senate No. 1436 respecting the Class of 1930 (Mathematics and Physics) Bursary for approval. This Statute having been read was approved.

Resigna-  
tion of  
Mr. Jack  
Satterly

From Mr. Jack Satterly, a Lecturer in the Department of Geology tendering his resignation as from the close of the present academic year as he had accepted the appointment of Assistant Geologist in the Ontario Department of Mines. Upon the recommendation of the President this resignation was accepted with regret.

Sir Robert  
Falconer  
Lecture-  
ship

From the Hon. Vincent Massey expressing appreciation of the thanks of the Board for his assistance in connection with the arrangements for Earl Baldwin's visit to the University to deliver the Sir Robert Falconer lectures, and stating that both Lord and Lady Baldwin told him what a happy visit they had had in Toronto.

Leaside  
Engineer-  
ing  
Company

From the Secretary of the Leaside Engineering Company, Limited, transmitting copy of the audited financial statement for the year ending 28th February, 1939, and enclosing form of proxy for the Annual General Meeting of the shareholders to be held on 30th May, 1939, which the Chairman and the Bursar were authorized to sign on behalf of the Board.

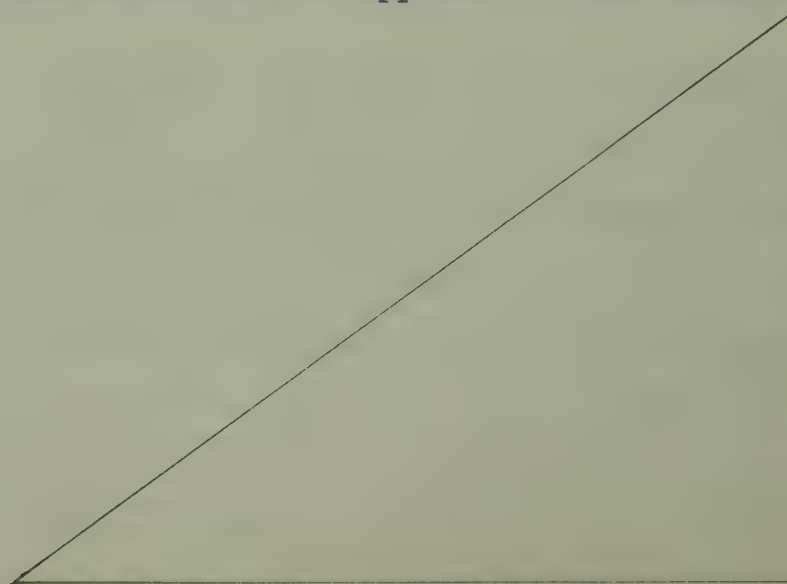
Report No. 134 of the Finance Committee was read as follows:-

Finance  
Committee

"The Finance Committee begs to report to the Board of Governors:-

Estimates  
1939-40

1. Your Committee transmits herewith the Estimates of the University for the fiscal year 1939-40 after most careful scrutiny and consideration. The expenditures in all departments have been kept down to a minimum and every possible saving has been effected throughout. The net expenditure provided for is less than the amount estimated for 1938-39 by a total of \$186,770. The various items of decrease and increase, which are shown in detail in the printed budget, may be summarized as follows, and your Committee recommends these Estimates for the approval of the Board:-





Increase in Fees (estimated net receipts)			\$130,000.
Decrease in Salaries (net)		\$ 7,251.	
Decrease in maintenance of buildings and Superintendent's items:			
Central Power Plant	-	\$19,700.	
Psychology Buildings	-	4,190.	
Medical Building	-	2,000.	
Economics Building	-	<u>1,800.</u>	27,690.
Decrease in Departmental maintenance, Miscellaneous and General:			
University Extension	-	\$11,000.	
Grant to Conservatory of Music	-	5,000.	
Royal Ontario Museum	-	4,613.	
Library	-	3,500.	
Physics	-	2,000.	
Chemistry	-	1,650.	
Civil Engineering, M. & S.	-	1,850.	
Mining Engineering	-	1,500.	
Sundries (net)	-	<u>1,383.</u>	32,496.
			<u>\$67,437.</u>
Less increases in:			
Administration, maintenance & buildings	-	3,125.	
Athletics, etc. (including new Military Studies Building)	-	2,140.	
Miscellaneous & General (Taxes and Protective Service)	-	2,950.	
Pensions & Retiring Allowances	-	<u>2,452.</u>	<u>10,667.</u>
			<u>56,770.</u>
			<u>\$186,770.</u>

Estimates of  
Toronto Con-  
servatory of  
Music for  
1939-40.

2. Your Committee took up for consideration the Estimates of the Toronto Conservatory of Music for the fiscal year 1939-40 and recommends that approval be given to these Estimates on condition that the vote in the University Estimates in connection with the same does not exceed the sum of \$10,000.

Estimates of  
Hart House  
for 1939-40.

3. Your Committee also took up for consideration the Estimates of Hart House for the fiscal year 1939-40 and recommends the approval of the same, on condition that Hart House assumes the responsibility of providing the sum of \$3,000 in connection with the maintenance of Hart House, the said amount to be retained by the Bursar from the Hart House fees collected.

Colquhoun  
Estate

4. In connection with the conditions pertaining to the Colquhoun Estate, in which the University and the National Sanitarium Association are residuary legatees, the President reported that he had made arrangements with Mr. Gordon Waldron, K.C., the Executor of the above Estate, for a book plate to be inserted in the books, to be provided under the Will of the late Miss Janet Colquhoun, in the University Library as a means of fulfilling the University's obligation in connection with the same. Your Committee now recommends that a further conference be held between the Chairman of the Board and Mr. Waldron with the possibility in view of having the Executorship transferred to the Chartered Trust and Executor Company in order to facilitate the winding up of the Estate.

Insulin  
Committee  
Surplus  
Fund

5. The question of the rate of interest to be allowed on the Insulin Committee Surplus Fund was again considered and your Committee recommends that the same rate as last year of 4% be allowed for the current year 1938-39.



Funds for  
investment

6. The Bursar reported that certain scholarship funds of approximately \$4,000 were available for investment. Your Committee recommends the purchase of Dominion of Canada 3% Bonds, due 1st June, 1953-58, at 98.75, yielding approximately 3.08, for allocation to the same.

All of which is respectfully submitted.

(Sgd) F. Gordon Osler,  
Chairman.

19th May, 1939"

Upon motion of Mr. Osler, seconded by Mr. McCulloch, the foregoing report was concurred in and it was resolved,

That the Board hereby approves of the Estimates for the fiscal year ending 30th June, 1940, as now submitted by the Finance Committee, as follows:-

Expenditure	\$3,124,255.
Of which chargeable to Special Funds	<u>137,800.</u>
Chargeable to general revenue	\$2,986,455.
Estimated available general revenue	<u>2,702,000.</u>
Difference to be provided	<u>\$ 284,455.</u>

Sub-  
Committee  
re Trust  
Funds

The Chairman of the Finance Committee suggested that, in view of the short time available for action to be taken by the Sub-Committee which had been appointed upon the recommendation of the Finance Committee to deal with the changes approved in connection with the University Trust Funds, the Sub-Committee should meet and prepare a report to be submitted to the Finance Committee for ratification, of which meeting all members of the Board would be notified in the event of their desiring to attend. The Board approved of this suggestion.

McCharles  
Prize

The report of the Committee of Award of the McCharles Prize was read as follows:-

Toronto, May 15, 1939.

The Secretary,  
The Board of Governors,  
University of Toronto,  
Toronto.

Dear Sir:-

In accordance with your letter of 27th February last, in which you named the members of the Committee of Award in connection with the McCharles Prize, as appointed by the Board of Governors, the Committee held a meeting on the 4th April, all members being present except Professor Price, absent on leave.

The Committee had before it two names which had been submitted in the regular form and which had been communicated to it in your letter of 13th February, duly nominated to you according to the regulations laid down for this scholarship.



The two names submitted were Dr. W. D. Robson, Chief Surgeon of the McIntyre Porcupine Mines, Limited, and Dr. D. A. Irwin, Associate Professor of the Department of Medical Research (Banting Institute), University of Toronto. These gentlemen, in company with Mr. James Denny, Metallurgical Engineer of the McIntyre Porcupine Mines, have carried on a very extensive research and investigation over a period of some six years with respect to silicosis, a disease which had developed to such extensive proportions in the Ontario mining industry, as well as in South Africa and the United States.

The preservation of the health of mine workers by protection from this disease has been the object of prolonged efforts of many scientists in several countries where mining is carried on. It is acknowledged that these three gentlemen, by their investigations and applications in this field, have carried preventive study and measures to such a length as to attract special attention from various parts of the world. Your Committee has learned that the paper prepared by them entitled "The Prevention of Silicosis by Metallic Aluminum", a copy of which it had before it, and which was presented before the Academy of Medicine, Toronto, June, 1937, and published in the Canadian Medical Association Journal, has had a quite remarkable demand from many countries, so much so that it has had to be reprinted.

The benefits to be derived from the successful reduction and prevention of this disease will not only have far-reaching benefits from a humanitarian standpoint, but will contribute greatly to the efficiency of mine and other workers in the many industries where silica dust prevails. It has been reported that the measures which have heretofore been in use, even to attain partial protection for workers in the Ontario mines, have already involved expenditure in the neighbourhood of five million dollars by the mining industry in Ontario for silicosis compensation alone. Thus, if this disease can effectively be combated, the savings in the cost of operations of Ontario mines would reach a large sum.

The disease of silicosis is one of the hazards of the mining industry. It is a fibrosis of the lungs of the mine workers caused by the toxic effect of very finely divided silica dust going into solution in the lungs. The prevention of the pathological action of this silica dust has engaged some of the best brains throughout the world for many years with but practically no success. It has remained for the gentlemen named to discover and apply a process whereby small quantities of metallic aluminum powder would prevent the silica going into solution. The application of aluminum powder to mine atmosphere at the McIntyre Mine has already been practised in a routine manner for nearly a year and numerous tests have proved that with its use an exceedingly high percentage of the fine silica particles did not go into solution.

The tributes to the three gentlemen named for the outstanding discovery and the success which it has so far attained, have been many. Among those written and presented to the Committee of Award in its inquiry, are the following:-

'I have no hesitation in stating my belief that this is the most outstanding contribution to our knowledge of industrial medicine, with particular reference to the prevention of silicosis, that has been made within the last two decades' (Sir Frederick Banting).

'This discovery is an outstanding remedy for combating a disease that for many years has baffled the world's best known scientists and has brought great distinction ---'. (Dr. Charles H. Hair, Accident Prevention Association, and Ontario Mining Association).

'As touching the terms of the bequest (McCharles) the number of enquiries received respecting the present stage of this experimental work --- is a reflection of the 'public distinction' due those who may find a solution. The measures at present in use for the control of silicosis and tuberculosis as a complication are expensive and by no means wholly effective, so that there can be no question of the usefulness of the measures, ---' and 'This work is of definite value in the inquiry into dust hazards ---' (Dr. J. G. Cunningham, Director of Division of Industrial Hygiene, Department of Health, Province of Ontario).



'We believe that this discovery represents the outstanding advance in silicosis research to date ---' and 'The work of Drs. Robson and Irwin cannot be separated. Each carried on a different phase of the work and each contributed to its success. Mr. Denny was an equally important contributor, but he is not Canadian born, which we believe the terms of the award require, and his contribution is being recognized by another scientific society'. (Mr. John Knox, President, Ontario Mining Association).

Speaking on 'What Dust Means to Industry', Mr. Earl Hutchison, Vice-Chairman of the Ontario Workmen's Compensation Board, stated to a convention of the Industrial Accident Prevention Association on 17th April, 1939, that 'Silica dust is the most dangerous of all'. He compared the effect of this dust on the lungs to an acid burn on the skin, and said that 'after years of exposure silica dust sets up a condition which amounts to creeping death'.

The Committee of Award gave consideration to the various requirements in the terms of award, and especially to the class or priority into which this discovery might fall. It is true that there is some connection with Class (1) in that it relates to Canadian minerals and their treatment, but this class definitely refers to metallurgical processes or treatment of ores under which this discovery cannot properly be classed. Class (2), referring to the use of electricity, definitely does not apply. The Committee, however, considers that this discovery and application can very well be considered as coming under Class (3), which provides 'for any marked public distinction achieved by any Canadian in scientific research in any useful practical line'. In this connection also, while Mr. Denny's contribution to this work is exceedingly great, it is with much regret that the Committee cannot include his name with the other two gentlemen, because he is not Canadian born, and therefore cannot participate in the prize.

The Committee of Award, therefore, because of the foregoing reasons, recommends that the McCharles Prize be awarded jointly to Dr. W. D. Robson and Dr. D. A. Irwin, who, in its opinion are worthy of the distinction under the terms of award and who fulfil all the other requirements. The Committee further recommends that the amount of money constituting the prize (\$1,000) be divided equally between them, and further that the two recipients be asked to agree on the same option, that is, the acceptance by each, either of cash or a medal and the difference in cash.

Yours faithfully,

(Sgd) C. H. Mitchell

Chairman, Committee of Award

Committee:

Mr. Balmer Neilly, Toronto

Dean A. L. Clark, Queen's University

Professors:	G. A. Guess,	University of Toronto	(Metallurgy)
	Ellis Thomson,	" "	(Mineralogy)
	H. W. Price,	" "	(Electricity)
	E. F. Burton,	" "	(Physics)"

The report was concurred in and the McCharles Prize awarded jointly to Dr. W. D. Robson and Dr. D. A. Irwin in accordance with the recommendations contained therein.



Vote from  
Wallberg  
Bequest  
for a  
survey in  
Faculty of  
Applied  
Science

Arising from a discussion in connection with the work being done in the Faculty of Applied Science, it was felt by the members of the Board that provision should be made for members of the staff in this faculty to avail themselves of the opportunity of becoming thoroughly conversant with ideas and developments relating to work in their particular department. In this connection -

It was moved by Mr. Neilly,

Seconded by the Hon. Dr. Ferguson,

And resolved -

That an appropriation of Three Thousand Dollars (\$3,000) be set aside from the Wallberg Bequest for this purpose, and that the President be requested to have a survey made in the Faculty of Applied Science in an endeavour to develop to the highest point of efficiency the work conducted in that faculty, the expenses of the same to be met from the above fund.

Report re  
overloading,  
etc., of  
Central  
Power  
Plant

A discussion took place as to the possibility of difficulties arising, chiefly due to overloading, in connection with the operation of the Central Power Plant and the resultant effects on the University should the same occur.

Upon motion of the Hon. Dr. Ferguson,

Seconded by Mr. McCulloch,

It was resolved -

That the Superintendent of Buildings be instructed to prepare a joint report with a Government Engineer, to be nominated preferably by the Minister of Education, regarding the condition of the Plant, overloading, extension, etc., for presentation to the Board.

Fees of Dr.  
M. H. Brown  
for D.P.H.  
Course

The Bursar presented letters from the Assistant Dean and Secretary of the Faculty of Medicine regarding the fees of Dr. M. H. Brown for the course leading to the Diploma of Public Health. Dr. Brown took a percentage of  $\frac{5}{8}$ ths of the total course, the fee for the whole of which is \$200. After considering the matter the Board ordered that the proportionate charge should be \$125, and decided that a further allowance of



\$25 be made in view of Dr. Brown's valuable services as a member of the staff; this case, however, not to be considered as a precedent. This would leave a tuition fee of \$100 to be paid by Dr. Brown, together with the diploma fee of \$20 which he has already paid.

Degree of  
LL.D. from  
University  
of Western  
Ontario for  
the Chancel-  
lor and Dr.  
H.A.Morgan

The Board congratulated the Chancellor when the President informed them that Sir William was going to be honoured at the Convocation of the University of Western Ontario with the honorary degree of LL.D., along with Dr. H. A. Morgan who had upon graduation received his degree at the hands of the Chancellor.

The meeting adjourned at 5:50 p.m.

*Indefed  
m.B.*

Minutes confirmed

*June 7 5 1939*

*W. B. Macdonald*

Chairman



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Wednesday, June 7th, 1939, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman (Dr. Russell)
The President	Mr. Osler
Hon. Dr. Ferguson	Mr. Neilly
Hon. Dr. Kelly	Hon. Dr. Bruce
Dr. Gibson	Chief Justice Rose

The Bursar was present as Secretary

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

Letter of  
thanks  
from Mr.  
McCullagh

There was read an acknowledgment from Mr. George H. McCullagh and family of the Board's letter of sympathy upon the death of Mrs. McCullagh.

Hart House  
Estimates,  
1939-40

There was also read a letter from Mr. Bickersteth regarding the approval by the Board of the Estimates of Hart House for the fiscal year 1939-40 on condition that Hart House assumes the responsibility of providing the sum of \$3,000 in connection with the maintenance of Hart House. The letter states that their Finance Committee realizes the difficult financial position in which the University finds itself and wishes to assure the Governors of its desire to be of assistance in every possible way, but that this decision of the Board will mean that certain proposed improvements for this year cannot now be carried out.

Investments

The Bursar reported the purchase from scholarship funds on hand of \$4,000 Dominion of Canada 3% Bonds due 1st June, 1953/58 @ 98.75 yielding 3.08.

McCharles  
Prize

A letter was read from Dr. D. A. Irwin and Dr. W. D. Robson stating that they were both greatly honoured by the joint award to them of the McCharles Prize and that they had decided to accept the cash option of \$500 each.

As a result of their research work on the "prevention of silicosis by metallic aluminum" the Miner Laboratories of Chicago made application for a license to use the invention in this connection, and the Secretary was directed to advise the Company that in all likelihood



there would be a central licensing body established, but that as yet nothing had been decided.

#### Appoint- ments

The following appointments were made upon the recommendation of the President and upon motion of Hon. Dr. Bruce were taken as read, with the salaries fixed at the amounts set opposite the respective names:-

Miss G. I. Harpell, Technical Assistant, Physiology  
(Medical Research - Best Fund) for June, 1939 - \$83.34

#### The following to be effective from 1 July, 1939

##### To be Professors:

J. R. Dymond	- Systematic Zoology (Department of Biology)	@ \$4,300 per ann	"	"
John Alford	- Fine Art	@ 5,000	"	"
H. R. Kemp	- Commerce (Department of Political Economy)	@ 4,100	"	"
A. M. Wynne	- Bio-Chemistry	@ 4,200	"	"

##### To be Associate Professors:

G. F. Wright	- Chemistry	@ 3,400	"	"
W. J. K. Harkness	- Limnobiology (Department of Biology)	@ 3,550	"	"
D. G. Creighton	- History	@ 3,000	"	"
L. T. Morgan	- Political Economy	@ 3,700	"	"
J. Finkelman	- Law	@ 2,750	"	"
D. Y. Solandt	- Physiology	@ 3,600	"	"

##### To be Assistant Professors:

L. Infeld	- Applied Mathematics	@ 2,500	"	"
F. P. Ide	- Biology	@ 2,300	"	"
W. S. McCullough	- Oriental Languages (Department of Semitics)	@ 2,800	"	"
A. C. Singleton	- Radiology	@ 250	"	"
G. R. Lord	- Mechanical Engineering	@ 2,500	"	"

##### Changes in titles, Department of Political Economy:

C. A. Ashley	- to be Supervisor of Studies in Political Economy; the title of Supervisor of Studies in Commerce to be deleted.
V. W. Bladen	- the title of Supervisor of Studies in Political Science and Economics to be deleted.

#### The following effective for three years from 1 July, 1939

W. E. Gallie	- Dean, Faculty of Medicine	@ \$1,000 per ann
A. D. A. Mason	- Dean, Faculty of Dentistry	@ 1,000 " "



Appoint-  
ments  
(Cont'd)

The following for the Session 1939-40

F. A. Clarkson - to be Associate Professor of Medicine) @ \$360  
Faculty of Dentistry )

Lecturers:

Faculty of Arts:

Mathematics:

Miss C. C. Krieger	\$2,100
Miss M. E. G. Waddell	2,000
D. B. DeLury	1,900
D. C. Baillie	1,500

B. A. Griffith, Applied Mathematics	2,200
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Physics:

Miss E. J. Allin	2,100
Miss K. M. Crossley	1,600
Miss F. M. Quinlan	1,600

Astronomy:

P. M. Millman	2,300
J. F. Heard	2,050

V. J. Okulitch, Geology	1,700
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V. B. Meen, Mineralogy	1,700
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Chemistry:

F. E. W. Wetmore	2,400
J. J. Rae	2,300
Miss J. C. Romeyn, Micro-Analysis	1,500

Biology:

R. R. Langford )	900
F. E. J. Fry ) from 1 Sept., 1939, to 30 June, 1940	900

A. J. V. Lehmann, Botany	1,900
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Phileo Nash, Anthropology	2,200
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C. F. Comfort, Fine Art	without salary
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Geography:

G. Tatham, Senior	2,200
D. Putnam	2,000

Political Economy:

C. B. Macpherson	2,100
S. D. Clark, Sociology	1,800

J. E. M. Hancock, Law	1,700
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A. E. Birney, English	2,100
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French:

Miss A. C. Cole	2,350
G. L. Assie	2,000
J. A. Houpert	2,000
Miss I. G. Balthazard	1,800
Miss M. D. MacDonald	1,800

Faculty of Medicine:

C. G. Smith - Anatomy	2,100
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Pathology & Bacteriology:

P. H. Greey, - Bacteriology	1,800
Dr. R. Margarite Price, Bacteriology & Serology	3,000
Dr. Mary I. Tom - Neuropathology	2,000

R. W. I. Urquhart - Pathological Chemistry (part time)	1,000
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B. F. Crocker - Bio-Chemistry	2,200
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Appoint-  
ments  
(Cont'd)

Lecturers (Cont'd):

Faculty of Medicine (Cont'd):

Physiology:

E. Fidler	- Lecturer and Research Associate)	1 July to	\$2,000
E. H. Botterell	- Neurophysiology	) 30 June	1,500

Hygiene & Preventive Medicine:

F. O. Wishart			3,000
Miss H. C. Plummer	(part time)		500

Faculty of Applied Science:

Electrical Engineering:

R. J. Brown			2,400
J. E. Reid			1,900

Mechanical Engineering:

R. C. Wiren			2,300
G. H. Hally			1,900

Civil Engineering - Municipal & Structural:

M. J. C. Lazier	) Applied Mechanics		2,500
R. B. McIntyre			1,900

Mining Engineering:

S. E. Wolfe			2,300
W. T. Turrall			1,800

W. C. Macdonald	- Chemical Engineering		1,800
W. E. Carswell	- School of Architecture		2,650

Engineering Drawing:

P. V. Jermyn			2,400
J. J. Spence			2,100

V. L. Henderson	- Applied Physics		1,850
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Faculty of Dentistry:

Wm. D. Cavanagh	- Dentistry		540
S. Stuart Crouch	- Orthodontia, <u>also</u> Professor of Dental		
	Anatomy - combined salary	-	850
C. C. Rous	- Principles of Accounting		300

Faculty of Household Science:

Dr. M. Doreen Smith)	Food Chemistry		1,700
Miss E. I. Walker )			1,700

Social Science:

Miss B. M. Finlayson			2,400
D. G. McCullagh			1,900

Special Lecturers:

Faculty of Arts:

W. H. Kohl	- Physics			200
W. R. Haddow	- Botany			
K. G. Gray	- Criminal Law & Criminology)	Dept.	"	"
H. Rubin	- Comparative Law	) of Law	"	"



Appoint-  
ments  
(Cont'd)

Special Lecturers (Cont'd):

Faculty of Medicine:

D. M. Tanner	- Dentistry	\$ 100
H. Wasteneys	)	200
A. F. Coventry	) History of Science & Civilization	200
G. S. Young	- Medical Ethics & Economics	without salary
J. G. Falconer	- Life Insurance	" "

Faculty of Applied Science:

A. E. Berry	- Municipal Engineering (part time)	
	Department of Civil Engineering:	
	Municipal & Structural	\$1,000

Chemical Engineering:

T. L. Crossley	- Pulp and Paper	150
A. V. DeLaporte	- Sanitary Chemistry	150

School of Architecture:

A. S. Mathers	- Architecture	200
W. S. Wilson	- Architectural Economics	250
H. S. M. Carver	- Town Planning & Landscape Architecture	350
H. B. Dunington-Grubb	- do.	100

R. R. Grant	- Accountancy & Business	300
R. E. Laidlaw	- Engineering Law	500
W. J. T. Wright	- Technical English	300
F. H. Kirkpatrick	- Public Speaking	250

Faculty of Dentistry:

E. J. Pratt	- English	360
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Honorary Special Lecturers (without salary):

Faculty of Arts:

J. Patterson	)	
A. Thomson	)	
W.E.K. Middleton	) Department of Physics	
B. Haurwitz	)	
E. W. Hewson	)	

W. E. Turnbull	- Honorary Demonstrator, Dept. of Physics	
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Other Sessional Appointments

Athletics, Physical Training, etc:

Athletics & Physical Training:

Men:

Gymnasium Instructors:

W. H. Martin		2,700
J. E. McCutcheon		2,600
C. Zwygard	(1 October to 30 April)	1,100
W. W. Winterburn	- Swimming Instructor	2,600
W. Rimmer	- Chief Attendance & Locker Clerk	2,100
Miss K. Boyd	- Clerical Assistant (1 Sept. to 30 June)	800

Women:

Miss A. E. M. Parkes	- Secretary-Treasurer, Women's Athletic Directorate	350
Miss J. M. Forster	- Assistant Director	1,300
Mrs. Margaret Graham	- Clerical & Gymnasium Assistant	300

Health Service - Men:

J. H. Thomas	- Office Assistant (10 Sept. to 10 June)	1,000
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Health Service - Women:

Miss M. B. Jackes	- Office Assistant	1,200
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Military Studies:

W. A. Baughurst	- Assistant (1 Sept. to 30 June)	\$100 a month
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Appoint-  
ments  
(Cont'd)

Library:

Assistants:

Miss J. Cox (from 1 July with leave for July and August without pay - vice Miss J. Knowlton, resigned)	\$100 a month
Miss R. McRostie (10 months from 1 Sept. - vice Miss D. Shiell, resigned)	100 " "

Faculty of Arts:

Applied Mathematics:

Fellows:

P. R. Wallace - \$700	A. W. Walker	\$500
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Physics:

Demonstrators and Lecturers:

J. M. Anderson - \$1,500	A. D. Misener	\$1,500
R. Richmond - 1,200		
H. L. Welsh - Demonstrator		1,500

Assistant Demonstrators:

S. G. Ellis - \$ 525	J. Watson	525
J. C. Findlay - 525	R. W. Rae	525
A. R. Clark - 250		

A. Prebus - Research Assistant

without salary

Miss N. K. Reed - Clerical Assistant & Librarian	\$1,200
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B. Clark - Mechanician	2,300
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Assistant Mechanicians:

J. Ward - \$2,100	G. T. Woodward	2,000
F. M. Shepherd - 1,700	A. Owen	1,400
P. Blackman - Laboratory & Lecture Assistant		1,700
J. A. Reid - Assistant Laboratory & Lecture Assistant		750
A. A. Brant - Fellow, Geophysics		2,000

Astronomy:

Assistants (part time):

A. F. Bunker - \$500	G. H. Tidy	500
W. F. M. Buscombe - July, August & September		\$75 a month
Mrs. Helen S. Hogg - Research Associate		400
Miss R. J. Northcott - Computer & Demonstrator		1,250
G. F. Longworth - Night Assistant & Machinist		1,450
Miss E. M. Fuller - Secretary-Librarian		1,250

Geology:

Class Assistants:

H. J. C. Coveney - \$250	G. P. Crombie	250
G. T. Keeler - 250	J. H. Low	250
J. W. Mills - 250	R. M. Sternberg	250
W. H. White - 250		

D. Monteith - Laboratory Attendant

700

Summer Survey Camp:

E. S. Moore - Instructor	100
V. J. Okulitch - Assistant	50

Mineralogy:

Assistants (part time):

L. G. Berry - 8 mos. from Sept. 20th	400
J. S. Allen -	400
W. Wightman - 9 " " " 1st	900

Chemistry:

Assistants:

Miss E. V. Eastcott - \$1,800	L. D. Finlayson	1,400
R. W. Allgood - 724	A. W. Birnie	724
D. C. Downing - 724	E. A. Hollingshead	724
W. J. Hornibrook - 724	L. T. Munn	724
J. L. Myers - 724	W. J. Rogers	724
E. Y. Spencer - 724	M. T. Thomas	724
W. A. Tidridge - 724	M. Wayman	724
W. J. Chute - 650	F. Cook	650
R. Donahoe - 650	W. A. E. McBride	650
P. Olynyk - 650	H. H. Richmond	650
H. Sheffer - 650	C. B. Shipton	650

Demonstrators, Electro-chemistry:

W. A. Patterson - 824	G. E. Willey	824
H. Renwick - Laboratory Attendant		\$14 per week
J. M. Grosheintz - Research Associate, Organic Chem. Res.		2,040
R. McDougall - Technician, Chemistry	do.	780
Mrs. C. MacCallum - Laboratory Attendant	do.	250
H. Davis - Laboratory attendants from		\$13.50 per week
A. Van Winkle - 15 September		11.00 " "



Appoint-  
ments  
(Cont'd)Faculty of Arts (Cont'd):Biology:

D. G. LeRay	- Assistant in Vivarium	\$ 800
W. Smith	- Laboratory Attendant & Stores Assistant	900
Miss A. H. Bell	- Photographer (1 Sept. to 30 June)	800
A. Quantrill	- Mechanical Technician	1,500
S. Clare	- Assistant, Experimental Biology	950
T. Stovell	- Microscopic Technician	950

Botany:

L. C. Coleman	- Associate	2,000
D. H. Hamly	- Special Demonstrator, Microscopy and Microphotography	800
Miss D. F. Forward	- Assistant & Demonstrator, Plant Physiology	1,500

Assistants:

R. F. Cain	- Mycological Herbarium	1,800
Miss M. B. Givens	- Morphology & Anatomy	1,800
Miss C. B. Ross	- Ecology	1,700
L. Van Cleemput	- Gardener	1,550

Clerical Assistants:

Miss L. Alward	- \$1,400	Miss R. Hobberlin	1,200
Miss K. L. Hull	- Librarian		1,250
P. V. Krotkov	- Herbarium Assistant		1,800

Laboratory Attendants:

R. Lynn	- \$1,200	S. G. Smith	1,000
Miss G. S. Taylor	- Assistant (1 July to 30 June)		750

History:

Miss F. C. Hahn	- Secretarial Assistant	900
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Fine Art:

P. Haworth	- Instructor	700
Miss E. A. Hudson	- Secretary-Librarian	600

Geography:

Miss M. Brookstone	- Demonstrator	1,200
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Political Economy:

J. I. Mosher	- Assistant	1,500
J. G. Perold	- Instructor	1,500

Italian and Spanish:Instructors:

B. Barclay	- \$1,500	J. H. Parker	1,500
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University College General:

W. J. McAndrew	- Registrar	800
Miss R. Gregory	- Registrar's Assistant	1,050
Miss M.E.Blackburn	- Secretary in Registrar's Office	1,350

Faculty of Medicine:Anatomy:Assistants, Histology:

H. D. Ball	- \$500	H. C. Elliott	500
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Demonstrators:

Miss K.I.McMurrich	- 700	D. D. Carpeneto	250
H. Foster	- 250	J. A. McCaffrey	250
J. W. McNichol	- 250	E. J. Meyer	250
A. D. Rice	- 250	F. Burns Plewes	175
Miss E. H. Britton	- 150		

M. J. Wilson	- Demonstrator, X-Ray	400
E. Montgomery	- " Dental Anatomy	300
W. E. L. Sparks	) Demonstrators, Neurology	55
Dr. Freda Richardson		50

Technical Assistants:

H. F. Whittaker	- \$850	G. Ross	900
B. L. Guyatt	- Museum Curator (part time)		1,000
C. Storton	- Laboratory Assistant		900



Appoint-  
ments  
(Cont'd)

## Faculty of Medicine (Cont'd):

## Pathology &amp; Bacteriology:

D. E. O. Magner	- Senior Fellow, Pathology	\$1,200
Fellows:		
W. G. Rice	- Pathology	850
J. P. Wyatt	- Museum	850
J. A. Romeyn	- Bacteriology	1,000
Demonstrators:		
J. D. Duffin	- Pathology	600
E. J. Clifford	- Bacteriology	without salary
M. A. Daley	- Fellow, Neuropathology	1,000

## Pathological Chemistry:

Demonstrators:			
D. L. Selby	- \$600	D. H. Boddington	500
J. S. Wilson	- 250		
G. P. Hamblin	- Assistant		250
Fellows:			
H. E. Woodward	- \$1,500	A. G. Gornall	1,000
C. Harrison Downs	- Laboratory Assistant		1,200
Mrs. C. McCallum	- Laboratory Attendant		350

## Pharmacy &amp; Pharmacology:

D. D. Bonnycastle	- Fellow	1,500
C. Codner	- Laboratory Attendant	1,160
A. Morrison	- Technician	900
Miss D. Caldecott	- Secretary	550

## Bio-Chemistry:

Fellows:			
P. Hamilton	- \$1,050	Miss E. Macpherson	900
J. Tuba	- 900	Mrs. Jean Fisher	900
F. Root	- 800		

## Physiology:

R. E. Haist	- Demonstrator (1 July to 30 June)	1,400
Fellows (1 October to 31 May):		
J. S. Wenzel	- \$800	W. D. Gray 520
Part-time:		
D. D. Carpeneto-	200	H. L. Foster 200
J. A. McCaffray-	200	
J. Markowitz	- Research Associate (1 October to 30 June)	100
J. W. Scott	- Research Assistant (August & September)	\$90 a mont
J. D. Brown	- Technical Assistant, Biophysics (1 July to 30 June)	1,500
G. Scattergood	- Laboratory Assistant (1 July to 30 June)	1,250

## Hygiene &amp; Preventive Medicine:

Demonstrators:			
A. M. Fallis	- \$400	R. Hare	400
R. J. Wilson	- Fellow		1,000
Miss E. M. Parr	- Class Assistant		744

## Medicine &amp; Clinical Medicine:

Senior Demonstrators:			
H. H. Hyland	- \$500	G. W. Lougheed	500
G. Bates	- 200	G. F. Boyer	200
E. A. Broughton	- 200	A. H. W. Caulfeild	200
E. E. Cleaver	- 200	H. A. Dixon	200
J. G. Falconer	- 200	J. H. McPhedran	200
E. J. Maltby	- 200	W. E. Ogden	200
Junior Demonstrators:			
J. A. Dauphinee	- \$2,000	H. E. Rykert	1,500
R. A. Cleghorn	- 3,000	J. W. Graham	2,400
J. C. Richardson	- 2,400	R. B. Kerr	2,000
R. I. Macdonald	- 500	E. F. Brooks	150
W. H. Brown	- 150	A. R. Hagerman	150
F. C. Hamilton	- 150	L. M. Murray	150
A. E. Parks	- 150	D. J. Prendergast	150
N. McK. Wrong	- 150		
J. A. Dauphinee	- Senior Demonstrator, Clinical Microscopy		without salary
H. M. Gray	- Junior Demonstrator,	"	250
W. A. Oille	- Fellow		1,000
Research Assistants:			
N. S. Simmons	- \$1,200	Miss M. I. Hanna	1,440
Miss N. R. Hearn	- Technician, Applied Physiology		1,320



Appoint-  
ments  
(Cont'd)

## Faculty of Medicine (Cont'd):

## Medicine &amp; Clinical Medicine (Cont'd):

Miss S. H. Clutton	- Secretary	\$1,440
Miss B. Calvin	- Assistant Secretary (half time)	420
R. Wilson	- Laboratory Attendant	780

## Paediatrics:

T. G. H. Drake	- Associate	2,000
Senior Demonstrators:		
Dr. Gladys L. Boyd	- \$500	A. P. Hart 200
G. E. Smith	- 200	W. W. Barraclough 150
Junior Demonstrators:		
N. Silverthorne	- 300	C. E. Snelling 300
W. A. Hawke	- 200	J. R. Ross 200
Junior Demonstrators (without salary):		
J. H. Ebbs		J. D. Keith
F. F. Tisdall	- Director, Paediatric Research Labora-	tories without salary
Mrs. E. Chant Robertson	- Research Fellow	200
Research Assistants:		
S. H. Jackson	- Chemistry	900
N. Silverthorne	- Bacteriology	without salary
Technicians, Research Laboratories:		
Miss M. E. Doyle	- \$200	Miss E. McNamara 200
Miss W. M. Johnstone		without salary
Miss M. Cassidy	- Secretarial Assistant	500

## Surgery &amp; Clinical Surgery:

Senior Demonstrators:		
G. S. Foulds	- \$200	D. W. Harris 200
R. M. Janes	- 200	J. C. McClelland 200
R. J. A. McComb	- 200	J. L. McDonald 200
C. B. Parker	- 200	S. Reid 200
R. H. Thomas	- 200	
Junior Demonstrators:		
H. G. Armstrong	- 150	J. W. Brennan 150
W. G. Carscadden	- 150	J. H. Couch 150
C. R. B. Crompton	- 150	J. T. Danis 150
A. W. Farmer	- 150	S. D. Gordon 150
W. S. Keith	- 150	F. I. Lewis 150
J. A. MacFarlane	- 150	D. R. Mitchell 150
D. W. G. Murray	- 150	D. W. Pratt 150
T. R. Sarjeant	- 150	E. E. Shouldice 150
R. M. Wansbrough	- 150	C. H. Watson 150
A. W. M. White	- 150	W. K. Welsh 150
Fellows:		
S. A. Thomson	- \$1,800	C. Aberhart \$1,500
E. H. Botterell	- 1,500	F. G. Kergin 1,500
R. C. Laird	- 900	R. G. MacKenzie 500
Resident Fellows:		
J. R. F. Mills	- 400	W. D. Smith 400
F. R. Wilkinson	- 400	
Assistant Resident Fellows:		
W. G. Bigelow	- 300	F. H. Cote 300
F. P. Dewar	- 300	H. Hayward 300
C. P. McCormick	- 300	A. D. McLachlin 300
T. M. Steele	- 300	E. B. Tovee 300
G. F. Pringle	- Laboratory Technician	1,200
Miss T. W. MacLaren	- Secretary	1,500

## Obstetrics &amp; Gynaecology:

Senior Demonstrators:		
W. W. Lailey	- \$200	S. J. N. Magwood 200
W. G. Cosbie	- 200	D. M. Low 200
Junior Demonstrators:		
W. A. Dafoe	- 150	H. W. Johnston 150
F. J. O'Leary	- 150	W. T. Noonan 150
K. Manning	- 150	G. L. Watt 150
L. T. A. Armstrong	- 150	A. Purdy 150
W. Murby	- 150	J. Mann 150
J. C. Goodwin	- 150	R. B. Meiklejohn 150
D. N. Henderson	- Fellow	1,000
Fellows (part time):		
G. A. Hendry	- \$1,000	J. R. McArthur 500
Miss M. Bonham	- Technician	1,100
Miss H. F. Carson	- Secretary	900



Appoint-  
ments  
(Cont'd)Faculty of Medicine (Cont'd):Oto-Laryngology:

## Senior Demonstrators:

H. Burnham	- \$200	C. Rae	\$200
J. X. Robert	- 200	A. H. Veitch	200
D. E. S. Wishart	- 200		

## Junior Demonstrators:

P. E. Ireland	- 500 )		
H. Campbell	- 500 )		part time
H. McCart	- 150	G. McGregor	150
A. McLeod	- 150	J. Grant Strachan	150
G. C. Snell	- 150	J. Sullivan	150

Ophthalmology:

A. E. Macdonald	- Associate (part time)		900
H. Hodgson	- Assistant do.		700

## Junior Demonstrators:

W. R. F. Luke	- \$200	H. M. Macrae	200
A. L. Morgan	- 200	J. F. A. Johnston	200
Miss M. E. Gray	- Secretarial Assistant		500

Therapeutics:

## Junior Demonstrators, Anaesthesia:

G. R. Balfour	- \$150	W. E. Brown	150
C. G. Bryan	- 150	S. M. Campbell	150
N. S. Clark	- 150	S. J. Evelyn	150
H. R. Hargrave	- 150	K. M. Heard	150
K. E. Hollis	- 150	C. H. Robson	150
A. R. Wilkins	- 150		

## Assistants:

A. W. Bagnall	- 50	J. G. Reid	50
K. J. R. Wightman	- 50	A. H. Squires	without salary
Miss R. Shilton	- Assistant, Physical Therapy		300
R. A. Mustard	- Research Fellow		800
Miss B. M. Calvin	- Secretarial Assistant (part time)		420

Psychiatry:

## Demonstrators:

B. T. McGhie	- \$150	G. W. Anderson	150
C. G. Stogdill	- 150	Miss Mary V. Jackson	150
Dr. Ruth M. Franks	- 150		

## Fellows (without salary):

K. G. Gray	- Forensic Psychiatry		
J. D. M. Griffin	- Child Psychiatry		
Miss A. F. Abbott	- Secretarial Assistant		without salary

Radiology:

## Senior Demonstrators:

A. H. Rolph	- \$200	M. R. Hall	200
J. Sommers	- 200		
M. V. Peters	- Assistant Demonstrator		100
C. S. Ash	- Assistant (part time)		500

Art Service:

Miss E. Hopper	- Assistant Artist (beginning 1 October)	\$1,500 per m
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Administration:

H. Saunders	- Messenger, Secretary's Office	875
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Faculty of Applied Science:Electrical Engineering:

L. S. Lauchland	- Instructor		1,600
Demonstrators:			
G. T. Hodgson	- \$1,050	C. W. Galbraith	1,050
W. L. Bakewell	- Assistant Electrician		1,100
Miss H. Redmond	- Office Assistant & Librarian (part time)		525

Mechanical Engineering:

F. G. Ewens	- Instructor		1,500
J. E. Stott	- Demonstrator		1,000



Appoint-  
ments  
(Cont'd)

Faculty of Applied Science (Cont'd):

Civil Engineering: Municipal & Structural:

C. E. Helwig	- Demonstrator	\$1,350
W. Kubbinga	- Mechanician	1,300
J. Brown	- Laboratory Assistant (10 mos.)	1,100
Miss H. Redmond	- Office Assistant & Librarian (part-time)	525

Civil Engineering: Surveying & Geodesy:

T. L. Rowe	- Instructor	1,500
H. V. Steer	- Mechanician (part time)	425
Miss R. Cave	- Office Assistant & Librarian (part time)	625

Summer Survey Camp:

Instructors:

W. M. Treadgold	- \$562.50	S. R. Crerar	500
E. W. Banting	- 475.00	J. W. Melson	450
T. L. Rowe	- 187.50		
J. E. Minto	- Caretaker		240

Mining Engineering:

W. A. M. Hewer	- Instructor, Assaying	1,600
C. Waybrant	- Laboratory Attendant, Assaying	1,300
H. J. Reilly	- Assistant Mechanician (part time)	960
Miss J. Bradshaw	- Office Assistant & Librarian	1,100

Metallurgical Engineering:

H. Ross	- Laboratory Attendant	900
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Chemical Engineering & Applied Chemistry:

Instructors:

A. M. FitzGerald	- \$1,600	J. G. Breckenridge	1,500
G. P. Beal	- 1,400		

Demonstrators:

W. H. Rapson	- 1,200	N. R. Fasken	1,100
M. Adelman	- 1,050	B. Marks	1,050
A. S. Weatherburn	- 1,050		

School of Architecture:

Instructors:

C. W. Jefferys	- Painting	1,500
F. Coates	- Modelling (part time)	950
MacKenzie Waters	- Special Instructor, Architectural Design (part time)	1,000
G. A. Arksey	- Attendant, Drafting Rooms	800
Miss E. W. Dyer	- Office Assistant (part time)	500

Engineering Drawing:

G. Brown	- Attendant, Drafting Rooms	1,100
Miss E. W. Dyer	- Office Assistant (part time)	340

Applied Physics:

L. E. Jones	- Instructor	1,600
Demonstrators:		
W. A. Mohun	- \$1,200	E. L. Dodington 1,100
D. H. Hamly	- 550 (part time)	
Miss R. Cave	- Office Assistant & Librarian (part time)	525
H. V. Steer	- Mechanician (part time)	500

Photographic Service:

F. Stark	- Second Assistant Photographer	1,000
F. Sayer	- Studio Assistant	800

Secretary's Office:

C. A. Dykeman	- Office Assistant	800
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Faculty of Dentistry:

Instructors:

E. M. Rigsby	- Dental Technology	240
R. S. Hosking	- English Expression	100

Demonstrators:

C. G. Pearson	) Dentistry	500
J. H. G. Harwood	)	315
W. G. McIntosh	- Periodontology	292
W. Butt	- First Aid	40



Appoint-  
ments  
(Cont'd)

Faculty of Dentistry (Cont'd):

Histology:

H. F. Whittaker	- Technician (part time)	\$ 150
Mrs. Mary Gratton	- Laboratory Assistant (part time)	306
Miss L. A. Cameron	- Supervisor of Dental Nurses in Training	1,400
<u>Dental Nurses:</u>		
Miss L. E. Tutt	- \$1,000	Miss A. H. Rose 840
Miss M. M. Brown	- 800	Miss G. Kyle 800
Miss A. E. Phipps	- 800	Miss E. G. Singer 800
Miss F. G. Whitehead	- 800	
Miss A. Loughheed	- Instructor, Typewriting for Dental Nurses	100
Mrs. L. Barraclough	- Laundress in Infirmary	691
Miss Mary D. Hill	- Clerk, Secretary's Office	1,000

Faculty of Household Science:

Food Chemistry:

Instructors:

Miss E. J. Reed	- \$1,200	Miss D. M. Chapman	1,000
<u>Assistants (part time):</u>			
Miss D. M. Lindsley	- \$450	Miss M. P. Hume	200

Faculty of Music:

J. L. Richardson	- Carillonneur	500
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School of Nursing:

Miss F. H. M. Emory	- Associate Director, Supervisor of Courses for Graduate Nurses, and Lecturer in Public Health Nursing, from 1 July, 1939	3,000 per ann.
Miss W. L. Chute	- Lecturer in Science & Nursing	2,200
Miss N. D. Fidler	- Supervisor of Hospital Administration and Teaching Courses for Graduate Nurses, and Lecturer in Nursing and Hospital Administration	2,200
Miss M. B. Millman	- Supervisor of Field Practice in Public Health Nursing, and Lecturer in Public Health Nursing	2,100
Miss D. M. Percy	) Lecturers in Nursing and Senior Clinical	2,100
Miss M. J. Wilson	) Instructors in Hospital-(\$1,400 plus maintenance)	
Miss H. Weeks	- Clerical Assistant	924
Miss Marion E. Waddell	- Dietitian-Housekeeper \$1,200 plus maintenance	

University Extension & Publicity:

Stenographers, from 1 September:

Miss B. W. McClennan	\$1,000 per ann.
Miss V. M. Sheldon	900 " "

University College Women's Residences:

Miss V. R. Murphy	- Assistant Dietitian)	each with living	1,100
Mme. J. Ledoux	- Nurse	) valued at \$400	1,100

Special Research:

Experimental Medical Research:

W. Cowan	- Chief Technical Assistant	1,760
C. Lee	)	\$65 per month
J. Minshull	) Assistants in Animal Quarters	60 " "
L. Hughes	)	55 " "

Biology:

Research Assistants:

F. E. J. Fry	- \$1,250	R. R. Langford	1,250
G. S. Swain	- 3 months from 1 July		270
A. Welsh	- July and August		72

Botany:

Research Assistants:

3 months from 1 July:			
A. R. Gopal-ayengar	- \$175	B. B. Hillary	175
W. R. Watson	- 175	M. W. Bannan	150
C. N. Haldenby	- 150	H. M. Harrison	150
C. D. McKeen	- 150	L. T. Richardson	150
A. J. Skolko	- 150		
K. A. Clendenning	- 2 months from 1 July		120
Miss V. Facey	- July and September		120

Medical Research - Banting:

Research Assistants (without salary):

J. E. Goodwin	- cancelling former appointment vide folio 2	
F. L. Lawson	- " " " " "	2



Appoint- ments (Cont'd)	<u>Special Research (Cont'd):</u>		
	<u>Psychiatric Research:</u>		
	Miss E. V. Gifford	- Psychologist to Psychiatric Research Unit, 1 June, 1939, to 30 June, 1940	\$1,200 per ann.
<u>Faculty of Dentistry:</u>			
	A. F. Fenton	- Laboratory Technician, Periodontology	\$1,500
<u>Institute of Child Study:</u>			
	W. E. Blatz	- Director	2,500
	Miss M. Poppleton	- Secretary	1,600
	Mrs. Nellie E. Chant	- Instructor (part time)	800
	Miss M. Fletcher	- Principal	1,300
	Miss D. Millichamp	- Assistant Director (part time)	1,500
	Mrs. F. Lily Johnson	) Instructors, part time	800
	K. S. Bernhardt		700
	Miss J. Gillies	- Assistant Secretary	900
	Miss H. M. Shepherd	- Research Assistant	1,000
	Miss A. L. Harris	- Nursery School Assistant	700
	Mrs. Margaret L. Kirkpatrick	- Dietitian (part time)	300
	Miss G. Evans	- Office Assistant (part time)	350
	Mrs. Margaret Denison	- Clerical Assistant (part time)	200
	G. V. Fisk	- Dental Research Director	150
<u>Students' Administrative Council:</u>			
	E. A. Macdonald	- Secretary-Treasurer	3,800
	Miss A. E. M. Parkes	- Associate Secretary	900

The appointments of the following persons who have attained the age of sixty-five were continued for the year 1939-40:-

Dr. G. D. Porter	Professor R. B. Thomson
Professor W. T. Jackman	Dean C. H. Mitchell
Mr. H. A. Grainger	Professor St. Elme de Champ
Dr. J. H. Elliott	Principal M. W. Wallace
Professor R. W. Angus	Rt. Rev. W. C. White
Professor G. M. Jones	Professor A. L. Parsons
Professor W. H. Piersol	Professor G. A. Guess
Professor F. B. Kenrick	Professor G. A. Cornish

#### Course in Aerial Navigation

In connection with the Course in Aerial Navigation under the direction of the Department of University Extension and Publicity, Dr. John Patterson was appointed an Instructor in Meteorology at a stipend of \$200. The Board decided, however, that this amount be paid from the grant which has been promised by the Dominion Government for this course but which has not yet been received.

#### Resigna- tions of Prof. G. F. Tracy and Miss K.E. Bennett

Upon the recommendation of the President the resignations of Professor Gordon F. Tracy, Department of Electrical Engineering, and Miss Kathleen E. Bennett, a Lecturer in Household Science, were accepted, effective at the close of the present academic year, and the Secretary was directed to convey to these members of the staff the Board's appreciation of their valued services while with the University.



Leaves  
of  
absence

Leaves of absence were granted as follows:-

To Professor E. G. R. Ardagh, of the Department of Applied Chemistry, sick leave for one year from 1 July, 1939, at a salary of Three Thousand Five Hundred Dollars (\$3,500);

To Miss Doris Shiell, an Assistant in the Library, who is resigning as from July 31st, leave with pay for the month of August in view of her ten years' service in the University;

To Miss Janet Cox, who is being appointed an Assistant in the Library from 1 July, 1939, leave for the months of July and August, without pay, on account of her mother's illness.

Amendments  
to  
Estimates

Additional appropriations and transfers in funds were authorized as follows:-

Additional appropriations:

Department of Hygiene & Preventive Medicine:

"Supplies and Apparatus" - \$ 250

University Press:

"Wages" 6,000  
"Microscopes" 200

Transfers:

Bursar's Office:

From "Clerical Assistance" 100  
To "Stamp Taxes on Cheques"

Pensions and Retiring Allowances:

From "University's Contribution to Academic Pension Fund  
(T.I. & A.A.)"  
To "Administrative and Clerical Employees' Pension Fund" 300

Library:

From the salary of Miss Janet Cox  
To "Occasional Assistance" 200

School of Nursing:

From "Salaries"	\$1,047.50	
"Special Teaching"	60.50	
"School Maintenance"	290.00	
"Contingency Fund"	200.00	
"Surplus receipts in excess of Estimates"	902.00	
To "Building, No. 7 Queen's Park"	1,200.00	
"Residence Account"	1,300.00	2,500

University Extension and Publicity:

From "Occupational Therapy"  
To "Social Functions for Courses and Classes" 100



Post-  
Graduate  
Courses  
in  
Dentistry

Payments to a total of \$175 from the fees received for the Post Graduate Courses in the Faculty of Dentistry held in March last were authorized as follows:-

Periodontology:

Dr. H. K. Box	\$20	
Dr. C. H. M. Williams	20	
Mr. A. F. Fenton	15	
	<u>\$55</u>	
General overhead expenses	15	\$ 70

Orthodontia:

Dr. G. V. Fisk	\$20	
Dr. C. A. Corrigan	65	
	<u>\$85</u>	
General overhead expenses	20	\$105

Total	-	<u>\$175</u>
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R.O.M.  
Trustees

Upon motion of Mr. Neilly, Dr. H. J. Cody, the Hon. G. Howard Ferguson, and Mr. F. Gordon Osler were re-appointed as Trustees of the Royal Ontario Museum for three years from 1 July, 1939.

Communications were presented and dealt with as follows:-

Course of  
Instruction  
for  
Students  
in  
College  
of  
Optometry

From the Registrar transmitting for the approval of the Board a report of a Special Committee of the Senate appointed to consider and report upon the courses of instruction to be provided by the University for students in the College of Optometry and the fees to be paid annually by the College to the University, which report was approved as follows:-

"To the Senate:

The Special Committee appointed by the Senate to consider and report upon the courses of instruction to be provided by the University during the Session 1939-40 in connection with the Three Year and Two Year Courses in the College of Optometry met on May 17th. At the invitation of the Chairman, Dean Mitchell and Professor K. B. Jackson, and also Dean Thompson and Mr. Cooper of the College of Optometry were present at the meeting.

I - COURSE FOR OPTOMETRISTS

It was agreed to recommend to the Senate that instruction be offered to students of the College enrolled in the Three Year Course for Optometrists in the following subjects:

First Year: Mathematics, Physics, Biology and Psychology 1a

Second Year: Anatomy, Psychology 2a and Physics  
(these courses being the same as prescribed in the report of this Committee under date of September 8th, 1937).

Third Year: Physiology. One hour a week lectures,  
two hours a week laboratory.  
(This is the present course given to the Third Year in Dentistry).

Economics 2a. Three hours a week lectures.  
Illumination. One hour a week lectures and laboratory.

In view of the fact that the Governors have recently authorized an increase of \$25 in the tuition fee of each student commencing with the Session 1939-40, the Committee begs to recommend that the following fees be prescribed to be paid to the University by the College of Optometry for each student enrolled in the Course for Optometrists:



First Year .....	\$120)	Lectures and
Second Year .....	60)	Laboratory work
Third Year .....	45)	

The fee for the Third Year has been increased from \$30 to \$45 to provide for -

- (a) Additional instruction in the subject of Illumination  
(b) An increase of 20% in the former Third Year fee.

## II - COURSE FOR OPTICIANS

In the Two Year Course for Opticians no change is desired by the College in the subjects in which the University has been asked to provide tuition and the Committee recommends that the College pay for students enrolled in this course the regular fees prescribed for occasional students as follows:-

First Year:	for two subjects .....	\$77)	To include tuition,
	for one subject .....	42)	library and one
Second Year:	.....	42)	annual examination

III - FEES TO BE PAID BY THE STAFF OF THE COLLEGE  
ATTENDING COURSES OF INSTRUCTION PROVIDED BY  
THE UNIVERSITY.

Dean Thompson reported to the Committee that three members of the staff of the College, E. J. Fisher, W. C. Patterson, and A. A. M. Stamp had been required by the College to attend lectures and laboratory classes in Psychology 2a during the present Session, and that in the future they, and possibly other members of the staff, would be required to take other courses in order to improve their training and qualifications.

The Committee recommends that the fees to be paid by each member of the College staff attending University lectures be those prescribed for an occasional student. If, however, a member of the College staff is enrolled in the Pass Course for Teachers he will be required to pay instead the fees prescribed in that course for such subjects as may ultimately be placed to his credit towards the B.A. degree.

IV - The Committee recommends that if this report is approved by the Governors of the University and by the College of Optometry, its provisions shall continue in force after the Session 1939-40 until such time as either the University or the College may desire to change them.

(Sgd) E. S. Ryerson

May 18th, 1939.

Chairman"

Course for  
Diploma  
in  
Public  
Health

From Dr. R. D. Defries, Associate Director of the School of Hygiene, regarding the course leading to the Diploma of Public Health as follows:-

"President H. J. Cody,  
Simcoe Hall,  
University of Toronto.

Dear President Cody:

In connection with the efforts of the Ontario Department of Health to facilitate part-time medical officers of health to take the Diploma of Public Health course provided by the School of Hygiene, a request has been received from the Minister of Health of Ontario that this course be divided into four terms instead of three terms as at present. Such provision has now been made and is to be presented in the calendar of the School of Hygiene for the Session 1939-40.

One matter arises which may require the consideration of the Board of Governors, namely, the division of the fees for the course so that a physician desiring to take only one term would be required to pay only a proportionate amount of the total fee for the course. This matter has been discussed with Mr. Higginbottom. As the



fee for the course is \$225, it would seem reasonable to require the payment of \$60 for each term. The following paragraph is therefore suggested for inclusion in the calendar:-

'The work required in the curriculum may be extended over a period of more than one academic year. The courses of instruction are arranged in four terms, examinations being conducted at the conclusion of each term. When the work is extended over a period of more than one academic year, the fee for each term is \$60 payable at the commencement of each term.'

Yours faithfully,

(Sgd) A. D. Defries  
Associate Director,  
School of Hygiene"

June 5th, 1939.

The Board concurred in the above recommendations, and it was decided that in the reference in the calendar to the fees for graduate and special courses the word "term" be used instead of the word "semester".

David  
Dunlap  
Research  
Fellowship  
in  
Psychology

From Professor E. A. Bott of the Department of Psychology stating that Mrs. D. A. Dunlap had given her cordial approval to the suggestion that the surplus which has accumulated in the David Dunlap Memorial Scholarships Fund, viz: \$1,425, might be used to provide a David Dunlap Research Fellowship in Psychology at \$500 a year for two or three years beginning with the Session 1939-40. Upon the recommendation of the President the Board approved of such a fellowship at \$500 being awarded for 1939-40, and in this connection Professor Bott will recommend the appointment of Miss M. D. Salter.

Conference  
on North  
American  
Indians,  
Anthro-  
pology

From Professor T. F. McIlwraith of the Department of Anthropology asking that the Board sanction the forthcoming University of Toronto - Yale University Conference on North American Indians to be held from 4th to 16th of September, and also that the Bursar be given authority to receive money from the Carnegie Corporation of New York for expenses in connection with this conference and to issue cheques against the account for disbursements approved either by Professor C. T. Loram of Yale or by himself. The Board approved of the President's recommendation that the University sanction this conference and that the Bursar be authorized to receive funds in connection therewith, but that all accounts be certified by Professor McIlwraith only.

Letter of  
thanks re  
use of  
Hart House  
for Their  
Majesties

From the Honourable Albert Matthews, Lieutenant-Governor of Ontario, thanking the Board for the use of Hart House for the luncheon given in honour of Their Majesties the King and Queen.

Letter of  
thanks  
from  
Toronto  
Scottish  
Regiment

From Brigadier R. O. Alexander, Officer Commanding Military District No. 2, and from Lieut.-Colonel C. G. Thompson of the Toronto Scottish Regiment, expressing appreciation of the facilities afforded



by the Board for the presentation of New Colours by Her Majesty the Queen to the Regiment.

Statutes  
of  
Senate

From the Registrar transmitting for approval Statutes of Senate  
Numbers -

1422	-	Respecting the Curriculum in Agriculture for the Session 1939-40
1423	-	" " " " Veterinary Science for the Session 1939-40
1426	-	" " Calendar of the Faculty of Applied Science and Engineering for the Session 1939-40
1432	-	" " Curriculum in Pharmacy for the Session 1939-40
1433	-	" " " " Physical Education for Women for the Session 1939-40

which Statutes having been severally read were approved.

Employ-  
ment of  
Miss M.  
E. D.  
Smith,  
Registrar's  
Office,  
after  
marriage

Also from the Registrar stating that Miss M. E. D. Smith, a stenographer in his office, had informed him that she was engaged to be married to J. G. Monkhouse, a clerk in the University Post Office, and that she was planning to be married during the Labour Day week-end provided an arrangement could be made whereby she could continue to work in the Registrar's Office after her marriage. After considering the matter the Board decided that the general regulation which they adopted in 1931, i.e., that it is not desirable to employ married women in the University service, should be enforced.

Continua-  
tion on  
staff of  
Miss A.  
Cochrane,  
Swimming  
Instruc-  
tor, after  
marriage

Following a discussion of the above matter the President stated that Miss A. Cochrane, Instructor in Swimming for Women, anticipated being married in the near future. Owing to the desirability of having Miss Cochrane available in connection with developments in women's athletics generally and the possibility of the erection of a new women's building, the Board decided that she be retained on the staff for the coming year 1939-40.

Report re  
Connaught  
Labora-  
tories

There was presented the following report of Mr. Neilly as Chairman of the Connaught Laboratories Committee, together with the report of the Acting Director referred to therein:-

"To the Chairman of the Board of Governors,  
University of Toronto,  
Toronto, Ontario.

Dear Sir:-

The Report of the Acting Director, and the Financial Report as prepared and certified by our Auditors, are presented herewith, and constitute the Annual Report of the Connaught Laboratories Committee, for the fiscal year ended March 31st last.

The Acting Director's Report speaks for itself, and describes another year of continued progress.

A detailed study and comparison of this financial report with that of a year ago will show two important changes.



For some considerable time your Committee has been insistent that, on the 15th of each month, they be furnished with a financial report descriptive of the Laboratories' operations during the previous month. For the past year monthly operating reports have been furnished, but these reports have been so long delayed that their usefulness was largely destroyed. Upon investigation it was found that the delay was largely related to the necessity of taking a detailed inventory of the biological products in process. Ordinarily such products in the aggregate are valued at \$140,000 to \$150,000. Now there is little that is ordinary or stable in this process. Some of these products are deteriorating. Some are gaining in strength, and any value attached, at any one time, must, to a great extent, be arrived at by arbitrary means.

These 'products in process' have no commercial value in their then state, and to inventory them monthly involves a certain laborious operation of questionable value.

In last year's financial statement, under 'Current Assets', Biological Products were carried at \$190,000, and of this approximately \$50,000 represented the cost of finished and packaged products.

This year your Committee, to facilitate accounting methods and permit of the preparation of monthly reports as before described, has arbitrarily fixed the inventory value of all biological products in stock, finished and in process, at \$50,000.

Under 'Fixed Assets' last year the Library was inventoried, after depreciation, at \$9,553.15. To an organization such as the Connaught Laboratories the value of this library is probably greatly in excess of the figure quoted, but its sale value is unpredictable, and it was decided to write it off against 'General Reserve'.

Under Revenue and Expenditure Account you will note that sales last year amounted to \$604,812 as compared with \$601,561 a year ago. Measured in dollars there is very little difference. However, it must be noted that during the year prices were again considerably reduced, and the dollar value of our sales was only maintained by a proportionate increase in our turnover.

The operating margin for the year under review was \$74,793 as compared with \$53,975 a year ago. In this connection it must be noted that, whereas this year we appropriated \$18,239 for depreciation, the comparative figure a year ago was \$38,221, leaving an operating margin slightly better than that of a year ago, but somewhat below our objective of 10% on the value of our gross sales. In other words, the increased operating margin (\$20,818) was largely accounted for by the decreased charge for depreciation (\$19,982) and was very close to our objective of 10% on the gross turnover.

At the end of March 1938 the balance from operations shown in our General Reserve stood at \$622,551. After giving effect to certain minor adjustments - writing off the book value of the library (\$9,553), and writing the inventory value of biological products down arbitrarily to \$50,000 the final figure for this year stood at \$573,418, a reduction of \$49,133.

This, in our opinion, is a safer and more dependable figure than the one submitted a year ago.

It is a matter of regret to us, as we know it will be to the members of the Board generally, that we must record the absence on sick leave of our Director, Dr. FitzGerald. He, as the originator of this work, has so woven his influence into the fabric of this organization, that his absence is a matter of regret to all concerned. The growth and success of the Connaught Laboratories manifest his outstanding ability and enthusiasm. Over-work has taken its temporary toll. The date upon which he will be permitted to assume his regular duties is as yet unknown, but we are sure, be that period long or short, our best wishes for his early and complete recovery will be constantly with him.



Connaught  
Labora-  
tories  
Report  
(Cont'd)

Dr. Defries has, during the enforced absence of Dr. FitzGerald, assumed the responsibilities peculiar to the position of Director of Connaught Laboratories, and in a manner that reflects great credit upon himself and his associates, and your Committee would like to record its appreciation of these services and present Dr. Defries' brief report of the year's scientific activities and general progress.

Accompanying the Auditors' general report is a supplementary Auditors' report, covering the position of our Pension Fund.

These reports, descriptive of a satisfactory year's work, are before you, and will be available for study at the Bursar's Office during the interval between now and the next meeting of the Board.

I now have the honour, as Chairman of the Connaught Laboratories Committee, to give notice that at the next regular meeting of this body a motion will be proffered which, if carried, will approve, ratify and confirm the Annual Report of this Committee covering the fiscal year ended March 31st last.

May 31st, 1939.

(Sgd) Balmer Neilly  
Chairman."

"Balmer Neilly, Esq., B.A.Sc., M.E.,  
Chairman,  
Connaught Laboratories Committee.

Dear Mr. Neilly:-

In complying with your request for a brief report of the Connaught Laboratories, I desire at the outset to recall that the first twenty-five years of the work of the Laboratories were completed during 1938-39. It was between September, 1913, and April, 1914, that Dr. FitzGerald founded and established the antitoxin laboratory which eventually became known as the Connaught Laboratories; and his original expectation that the University of Toronto would assume responsibility for this undertaking was realized on 1st May, 1914, when the University officially took over the laboratory which he had established. Resulting from Dr. FitzGerald's vision and leadership during these years are the Connaught Laboratories as they stand to-day.

These Laboratories constitute a non-commercial scientific institute created and operated for medical public-service. The functions of the Laboratories are twofold; (1) research in the field of preventive medicine and related subjects; (2) the preparation of biological products that are difficult or costly to produce, and the supply of these products in such fashion as to ensure their being of high quality and low price.

Throughout the world, the name of the Connaught Laboratories has long been well and favourably known among workers in the fields of investigation in which the research activities of these laboratories are conducted. One of the factors responsible for this gratifying situation is the circulation of studies from the Connaught Laboratories, University of Toronto. Volume X of these studies recently issued consisted of 56 articles published in scientific journals during 1938 by members of the staff of the Connaught Laboratories and of the School of Hygiene. Brief mention of current studies will here be made, merely as examples of the present research activities in the several sections of the Laboratories.

In the section of the Laboratories devoted to bacteriology under the direction of Dr. D. T. Fraser, further progress has been made in the development of an effective vaccine for use in the prevention of whooping cough, and clinical trial has been made in co-operation with the Hospital for Sick Children.

In Dr. P. J. Moloney's department, further advances have been made in the method of preparing diphtheria toxoid. An improved Schick test has been introduced, the value of which has already been demonstrated.

In my section devoted to the study of virus diseases, such as hydrophobia and smallpox, serological procedures have been developed by Dr. James Craigie which offer definite promise of practical application in the study of rabies, poliomyelitis, and other diseases in which the nervous system is primarily involved in the virus infection. Dr. Craigie's work with bacteriophage in the study of the typhoid bacillus affords a new means of study of the spread of typhoid fever.



Connaught  
Labora-  
tories  
Report  
(Cont'd)

Under the direction of Dr. C. H. Best, important advances have been made in the preparation and study of the use of heparin in the prevention of thromboses. Valuable contributions have been made by Dr. E. W. McHenry in the study of certain vitamins and in the development of a highly purified liver extract. In Dr. Best's section also, important practical results have been obtained in the studies in industrial hygiene as relating to certain noxious gases.

Under the direction of Dr. N. E. McKinnon in the Farm section of the Laboratories, serum for the treatment of various types of pneumonia were prepared involving the use of 1,500 rabbits. The preparation and testing of these sera involved an intensive chemical and biological investigation. Significant advances have been made in the methods of concentrating antitoxins and in the preparation of other serums.

In the Western Division at the University of British Columbia, Dr. C. E. Dolman has continued his staphylococcus researches, making further valuable contributions to the knowledge of staphylococcus toxin and toxoid.

The products prepared and distributed by the Connaught Laboratories fall into five categories: (1) products for the making of tests, e.g., Scarlet Fever Toxin for Dick Test which is used to determine whether or not an individual is susceptible to scarlet fever; (2) products for active immunization or vaccination, e.g., Vaccine Virus which is used for the conferring of a lasting immunity against smallpox; (3) products which are for use either in temporary immunization or as curative agents, e.g., Diphtheria Antitoxin; (4) products for use solely as curative agents, e.g., Anti-meningococcus Serum for the treatment of meningococcic meningitis; (5) Hormones and related biological products, e.g., Insulin for the treatment of diabetes and Liver Extract for the treatment of pernicious anaemia. In these five categories, the products which are regularly supplied by the Laboratories now number 32, including two of which sale was commenced during 1938-39, viz: anti-pneumococcus serum prepared from the blood of immunized rabbits for use in treatment of pneumonia, and tetanus toxoid which is used in the conferring of a lasting immunity against lockjaw.

All nine of the Canadian provinces provide either limited or general free distribution of products of the Connaught Laboratories, and the greatest bulk of the Laboratories' sales are for the accounts of the provincial departments of health of these nine provinces. It is not only from coast to coast of the Dominion, however, that there is appreciation of the products, prices, and services of the Connaught Laboratories. Evidence of this is given by the fact that during 1938-39 the Laboratories were called upon to export products to several British and foreign countries, e.g., Angola, Australia, Belgium, Bermuda, British West Indies (Leeward Islands, Windward Islands, Barbados, Trinidad, and Jamaica), Chile, China, Cuba, England, France, Holland, Ireland, Japan, Newfoundland, South Africa, and the United States of America. Further evidence of appreciation of the services of the Connaught Laboratories in the preparation and supply of biologicals for the prevention, treatment, or cure of disease is shown by the fact that the total volume of distribution of the Laboratories' products during this year has been greater than during any preceding year.

In the exercise of its functions, the Laboratories are able to serve as a useful medium for teaching, and during this past year demonstrations and exhibitions of the University and Farm Sections were made available as usual to undergraduate and graduate classes in hygiene, preventive medicine, and related public-health subjects, as well as to various societies, groups, and individual visitors. The latter included guests from numerous parts of Canada, the United States of America, and the British Isles, and from other countries including Argentina, Australia, Belgium, Ceylon, China, Cuba, Hungary, India, Japan, Java, Jugoslavia, New Zealand, Panama, Roumania, South Africa, and Sweden.

At present there are 250 individuals on the pay-roll of the Connaught Laboratories. Their faithful and diligent good services in facilitating the successful operation of the Laboratories are gratefully appreciated.

In Dr. FitzGerald's absence on sick leave, I take this opportunity of expressing sincere thanks on his behalf as well as on behalf of my colleagues and myself, for the advice and support which you and President Cody and your fellow members of the Connaught Laboratories Committee have so generously given us.

Yours faithfully,

(Sgd) R. D. Defries  
Acting Director"

June 6th, 1939.



In this connection it was moved by Dr. Gibson, seconded by Hon. Dr. Bruce, and resolved, that Mr. Neilly be complimented on the splendid manner in which he had performed his duties as Chairman of the Connaught Laboratories Committee.

Regarding the Auditor's financial statement referred to in the above report, Mr. Neilly gave notice of motion that this statement would be presented for approval at the next meeting of the Board.

Agreement  
with  
Lederle  
Labora-  
tories,  
Inc. of  
New York

Mr. Neilly presented for approval a proposed agreement with Lederle Laboratories, Incorporated, of New York City, as negotiated by officers of the Connaught Laboratories in consultation with R. C. H. Cassels, K.C., and as approved at a meeting of the Connaught Laboratories Committee held on Tuesday, June 6th, 1939, to provide license under which the Connaught Laboratories may make and sell "globulin modified antitoxins".

Upon motion of Mr. Neilly,  
Seconded by Hon. Dr. Bruce,  
It was resolved -

That the proper officers of the Board be authorized and instructed to execute, on behalf of the Governors, the agreement between Lederle Laboratories, Incorporated, and the Governors as now submitted to the Board by the Connaught Laboratories Committee, and that the Connaught Laboratories Committee be authorized to implement the covenants and conditions of this agreement.

Bequest of  
Sir Joseph  
Flavelle's  
late  
residence  
"Holwood"

The Chairman stated that he had been consulted by Mr. Laughton of the National Trust Company, Executors of the Estate of the late Sir Joseph Flavelle, in connection with the bequest to the University of Sir Joseph's late residence "Holwood", and explained that the Executors were prepared to release the property on condition that the present "house only" would not be used as a private residence. After considering the matter at length the Board were reluctant to commit themselves to a perpetual obligation, but decided that they would enter into an agreement with the Executors that the house would not be used as a private residence for ten years.

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor of the expenditure made by him from the Accountable Warrant authorized on 11th May, 1939, and the same was laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of June and the first part of July Ordered that an Accountable Warrant for Two Hundred and Seventy-five Thousand Dollars (\$275,000) be issued to the Bursar.



Standing  
Committee  
re  
University  
College  
Matters

The President stated that a request had been made for a joint meeting between representatives of University College and the Standing Committee of the Board on University College Matters, in which request the Board concurred, and in this connection the Hon. Dr. Ferguson was appointed a member of the Committee.

The meeting adjourned at 5:50 p.m.

*Indefinite  
X.B.*

Minutes confirmed

*June 22<sup>nd</sup> 1939*

*Robert H. Ackman*  
Chairman







Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, June 22nd, 1939, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Chancellor
The President	Mr. Osler
Hon. Dr. Bruce	Mr. McDougald
Mr. Young	

The Bursar was present as Secretary

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the Auditor's financial statement of the Connaught Laboratories for the year ended March 31st last was presented and upon motion of Mr. McDougald, seconded by Hon. Dr. Bruce, approval was given to this statement and to the report of Mr. Neilly as Chairman of the Connaught Laboratories Committee, together with the accompanying report of the Acting Director of the Laboratories.

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

The following to be effective from 1 July, 1939

W. H. Martin	- Professor of Chemistry	@ \$4,200 per ann.
D. L. MacLean	) Associate Professors, Physi-	@ 2,900 " "
E. W. McHenry	) ological Hygiene, School of	1,100 " "
	) Hygiene	
Ontario College of Education:		
Miss H. L. Bryans	- Lecturer in Physical Education	@ 3,500 " "
Miss M.M.B. Davidson	- Lecturer & Reviser in Library	
	Science	@ 1,600 " "

The following for the Session 1939-40

Faculty of Arts:

Mathematics:

R. H. Bruk	)	Senior Fellows	@ \$ 700
C. D. Solin	)		700
E. A. Birkinshaw	)		600
N. S. Mendelsohn	)	Junior Fellows	600
W. C. Fraser	)		600
Miss F.J. Collinson	)		600

Biology:

Miss Jean Macfarlane	- Temporary Librarian and Stenographer,
	10 mos. from 1 September (vice
	Miss P. Foreman on leave of
	absence)
	@ \$1,050 per ann.

Report re  
Connaught  
Labora-  
tories

Appoint-  
ments



Appoint-  
ments  
(Cont'd)

Faculty of Arts (Cont'd):

Psychology:

Miss M. D. Salter	- Instructor	\$ 600
Class Assistants:		
Miss N. Loeb	- \$400	F. J. Tobin 400
E. S. W. Belyea	- 300	Miss K. Harvie 300
B. M. Springbett	- 300	P. C. McCabe 300
Miss M. Wright	- 300	
Class Assistants (part time):		
Miss M. L. Northway	- 300	Miss D. A. Millichamp 300
Readers:		
Mrs. M. B. Arnold	- 200	Mrs. G. H. Turner 200
G. W. FitzGerald	- 200	
Special Lecturers:		
G. W. Anderson	- 100	J. D. M. Griffin 100
K. H. Rogers	- 100	C. G. Stogdill 100
Research Fellows:		
Miss M. L. Northway	- John Northway Memorial Fellow	500
Miss M. D. Salter	- David Dunlap Memorial Fellow	500
Laboratory Attendants:		
Miss D. D. Hearn	-	1,150
Miss G. Evans	- (part time)	400
Mrs. W. Mussen	- Clerical Assistant	1,050

Political Economy:

L. Skeoch	) Assistants	250
Jacques-Olivier Clerc		250

Faculty of Medicine:

J. H. Elliott	- Professor of the History of Medicine	700
<u>Biochemistry:</u>		
Michael Edson	- Technical Assistant from 1 September, 10 mos. @ \$900 per ann.	
<u>Therapeutics:</u>		
C. E. Cooper Cole	- Senior Demonstrator	200

Faculty of Household Science:

Lecturers; Household Science:

Miss J. L. Simpson	- vice Miss K. E. Bennett, resigned	2,500
Miss D. E. Mulholland	-	1,800
Miss J. S. Roberts	-	2,400
Miss H. R. Coatsworth	- part time	1,000
<u>Assistants, Household Science:</u>		
Miss J. E. Young	- \$900	Miss M. E. Lovell 800
Miss F. E. Lamon	- Research Assistant, Household Science	1,000
<u>Clerical Assistants:</u>		
Miss E. E. Cross	- 10 mos.	1,100
Miss D. M. Lindsley	- part time	600

School of Hygiene:

Administration:

J. Craigie	- Secretary	500
K. Kerns	- Office Assistant (part time)	409

Epidemiology & Biometrics:

A. E. Berry	- Lecturer, Public Health Engineering	500
<u>Clinical Associates (part time) Epidemiology:</u>		
A. L. McKay	- \$200	J. T. Phair 200
A. H. Sellers	- Demonstrator, Biometrics	350
<u>Laboratory Assistants, Biometrics:</u>		
W. Moore	- \$818	W. Deyman 675
Miss S. McCausland	- \$438 (part time)	438
K. Kerns	- Acting Secretary	409

Physiological Hygiene:

J. G. Cunningham	- Lecturer, Industrial Hygiene	500
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Research Associates:

Miss J. H. Ridout	- \$750	Mrs. Ruth C. Partridge 500
D. Y. Solandt	- part time	300
H. M. Barrett	- Industrial Hygiene	2,700
W. Staples	- Technical Assistant	950

Chemistry in Relation to Hygiene:

Miss E. M. Taylor	- Demonstrator (part time)	500
G. Kimm	- Technical Assistant	950



Appoint-  
ments  
(Cont'd)

Special Research:

Bio-Chemistry:

Research Assistants:

P. Hamilton	- August and September	\$100 a month
Miss E. A. Macpherson	- July and August	100 " "

Medical Research - Banting:

Research Assistants:

Carl von Seemann	- 1 August to 30 June	125 " "
J. Hillier	- 1 July to 30 June	125 " "
R. Levens	- part-time Assistant in Animal Quarters, 1 July to 30 June	35 " "

Recom-  
mendations  
for appoint-  
ments during  
Summer  
months

The President having informed the Board that he might find it necessary to recommend a few additional appointments during the Summer months, it was moved by Mr. Young, seconded by Mr. McDougald, and resolved, that in view of the possible absence from the City of the Chairman and the Vice-Chairman, the President consult with any other members of the Board in this connection, and that the Bursar be and is hereby authorized to act upon such recommendations of the President, which are to be reported to the Board at its first meeting in September for confirmation.

Leaves  
of  
absence

Leaves of absence were granted as follows:-

To Miss Phyllis Foreman, librarian in the Department of Biology, ten months' leave from 1st September, 1939, to 30 June, 1940, without salary, in order to take a course in library science at the University of Michigan.

In connection with the leave already granted to Professor J. G. FitzGerald the Board considered the question of extending the same and decided to continue this to 1st January, 1940, if the President deemed it advisable to do so.

Amend-  
ments  
to  
Estimates

Additional appropriations and transfers in funds were granted as follows:-

Additional appropriations:

Faculty of Applied Science General Expenses:

"Stationery, Printing, Calendar, Office Supplies, etc."	\$100
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University Press:

"Wages"	500
"Microscopes"	80

Transfers:

Botany:

From "Special Research"	
To "Laboratory and Office Supplies, etc."	60
From "Apparatus and Equipment"	
To "Botanic Garden and Greenhouse Supplies"	50



Amend-  
ments  
to  
Estimates

Transfers (Cont'd):

Faculty of Applied Science General Expenses:

From "Messenger and Clerical Assistance"	\$100	
" "Furniture, Fixtures, Books, etc."	<u>150</u>	
To "Stationery, Printing, Calendar, Office Supplies, etc."		\$250.00

Social Science:

From "Departmental Library"	\$ 8.43	
" "Special Lectures"	<u>20.00</u>	
To "Office Supplies, Printing, Calendar, etc."		28.43

The following donations were reported and were accepted with thanks and appreciation:-

Massey  
Foundation  
Gift to  
Hart House

From the Massey Foundation a grant of \$8,300 towards the alteration to and the improvement of the graduate dining room and servery in Hart House. Upon the understanding that the cost of the work will be covered by funds to be made available by the Hon. Vincent Massey, through the National Trust Company, the Board consented to the work being proceeded with under the direction and supervision of the University Superintendent as in previous cases.

U.C. Men's  
Residence  
Gift

From the T. Eaton Company, Limited, a cheque for \$5,000 as a contribution towards the erection of the new University College Men's Residence.

Professor  
Ardagh's  
Gift to  
Depart-  
ment of  
Geology

From Professor E. G. R. Ardagh offering to the University for the Department of Geology a complete set of the Reports of the Ontario Bureau of Mines, together with a Report of the Royal Commission of 1890 which resulted in the formation of the Ontario Bureau of Mines, and seven small volumes dating back to 1879.

Proposed  
grant to  
Household  
Science  
from Cana-  
dian  
Council  
on Nutri-  
tion

From the Canadian Council on Nutrition, Ottawa, a proposed offer of a grant of \$1,000 or \$2,000 for one or two full-time graduates working towards a master's degree in the Faculty of Household Science on research problems dealing with the composition and nutritive values of human foods.

Other communications were presented and dealt with as follows:-

Toronto  
Conserva-  
tory of  
Music  
Debentures

From the Toronto Conservatory of Music Board requesting to buy back two \$1,000 Conservatory Debentures for its Sinking Fund to be established 30th June, 1939.

Upon motion of Mr. Osler,  
Seconded by Hon. Dr. Bruce,  
It was resolved -

That approval be given, without prejudice to the Board's right to receive payment of the balance of the debentures in accordance with the terms thereof, for the retirement of the two \$1,000 debentures as of 1st July, 1939, at 96 and accrued interest, the price at which they were bought, provided there is no loss to the University in connection with the transaction.



Royal  
College  
of Dental  
Surgeons

From Dr. W. E. Willmott, Secretary-Treasurer of the Royal College of Dental Surgeons, transmitting the following resolution of the Board of Directors in connection with the recent request of the Governors for a reduction in the liability interest payment:-

"That whereas the University received assets amounting to about \$400,000 as per agreement (University By-Law No. 52, 1926) we consider the annual amount of \$2,500 quite reasonable and as that amount was stipulated as necessary to carry on the functions of this Board we feel justified in asking that no reduction be made."

R. E. A.  
Land  
Estate

From the University Solicitor regarding the R. E. A. Land Estate as follows:-

"C. E. Higginbottom, Esq.,  
Bursar, University of Toronto,  
Toronto, 5.

RE: R. E. A. Land Estate

Dear Mr. Higginbottom:-

This matter was heard by the Honourable Mr. Justice Middleton on May 30th, judgment being reserved.

I attended on the hearing and took the position outlined in your letter of instructions of February 11th last.

Judgment was delivered on May 30th, and I enclose two copies of the reasons. You will note that His Lordship has held that the provision for using the residue of the Estate for the support of aged and infirm men and women is a valid charitable gift and that notwithstanding the terms of the Will the Executors are not bound to appeal to the Supreme Court of Canada. This means that the gift over to the University does not take effect. His Lordship adds that if the University desires to obtain the opinion of the Supreme Court it must itself appeal. In view of the wishes of the Board as outlined in your letter of February 11th, I assume that they will be satisfied to abide by the decision of Mr. Justice Middleton and that there is nothing further you wish me to do in the matter.

Yours faithfully,

June 15th, 1939.

(Sgd) Hamilton Cassels"

James W.  
Crocker  
Memorial  
Loan  
Fund

From Mr. W. S. Wilson, Secretary of the Faculty of Applied Science, asking that authority be given to administer the James W. Crocker Memorial Loan Fund in the same manner as the Wallberg Loan Fund so that arrangements may be made for the collection of loans made to students. The Board approved of the same procedure being followed.

Leaside  
Engineer-  
ing Co.

From the Secretary of the Leaside Engineering Company enclosing for the consideration of the Board certain material regarding patents for starters. As this matter was handled by Dr. Russell when it came up in 1934 the Board decided to refer it to him again, with power to take whatever action he deemed advisable.



Estimates  
of the  
Univer-  
sity  
Press

From the Manager of the University Press transmitting the  
Estimates of the Press for 1939-40, and upon motion of the President,  
Chairman of the Printing and Publications Committee, seconded by Mr.  
Osler, these Estimates were approved.

Statutes  
of  
Senate

From the Registrar enclosing for the approval of the Board  
Statutes of Senate Numbers -

- 1424 - Respecting the Curriculum for Matriculation for the Session 1939-40
- 1428 - " " Calendar of the School of Graduate Studies for  
the Session 1939-40
- 1434 - " " Calendar of the Faculty of Household Science for  
the Session 1939-40
- 1435 - " " Calendar of the School of Nursing for the Session  
1939-40
- 1437 - " " Calendar of the Ontario College of Education for  
the Session 1939-40
- 1438 - " " Curriculum in Physiotherapy for the Session 1939-40
- 1439 - " " Curriculum in Occupational Therapy for the  
Session 1939-40
- 1440 - " " Curriculum in Aerial Navigation for the Session  
1939-40

which Statutes having been severally read were approved.

Suggestion  
that Prof.  
E. A. Dale  
be a  
Professor  
in Trinity  
College  
as well as  
in Univer-  
sity  
College

Upon the recommendation of the President the Board approved  
of the suggestions outlined in the following letter from Provost Cosgrave  
regarding Professor E. A. Dale of the Department of Classics in University  
College being a professor in Trinity College as well as in University College,  
his salary being shared equally by the Board of Governors and Trinity College.

"The Honourable and Reverend Dr. H. J. Cody,  
President's Office,  
University of Toronto,  
Toronto, 5.

Dear Mr. President:-

As Professor Kirkwood and Professor Woodcock will  
retire as teachers on September 30 next it will be necessary for us to  
make arrangements for the Department of Classics for 1939-40 almost im-  
mediately. Mr. R. E. Smith, who was appointed as sessional lecturer  
last year in view of these retirements, has been re-appointed for 1939-40.

You will remember that at a conference of a Committee  
of the Board of Governors with representatives of the Arts Colleges, held  
recently, it was agreed that no new appointments would be made in College  
departments without previous consultation with authorities of other  
Colleges and that the Board of Governors and the various Colleges would  
co-operate as far as possible to avoid unnecessary overlapping and reduce  
expenditures so far as it can be done without lowering the standards or  
weakening the College system in the University.

Following this conference the suggestion was made  
that Professor E. A. Dale might be a professor in Trinity College as well  
as in University College, his salary being shared equally by the Board of  
Governors and Trinity College. I have discussed this suggestion with our  
Committee and I believe the arrangement would be satisfactory to it, if  
it were made for one year and renewable after that period only with the  
consent of both parties.

It would be understood, I suppose, that Professor  
Dale's lectures would be delivered approximately half in the University  
College building and half in the Trinity College building. We think he  
should not be asked to repeat his lectures unless the total number of  
students in the two Colleges warrant such duplication. This is, I think  
the proposal as you outlined it to me in a recent conversation.

Sincerely yours,

June 13th, 1939.

(Sgd) F. H. Cosgrave  
Provost, Trinity College

The Board decided that the details in this connection could be arranged  
at a later date.



Board of  
Trade  
Member-  
ship for  
Mr. A.  
Gordon  
Burns

The President presented a letter from Mr. A. Gordon Burns, Manager of the University Press, requesting the Board to authorize payment of the fee of \$30 for his membership in the Board of Trade as he felt that it would be of considerable advantage to the Press and to the University as a whole if he were a member. The Board decided that they could not see their way to grant this request.

Property  
Committee

Report No. 212 of the Property Committee was presented by the Chairman of the Board in the absence of Dr. Gibson, and read as follows:-

The Property Committee begs to report to the Board of Governors:-

Appoint-  
ments of  
caretakers

1. The Superintendent recommends the appointments of the following caretakers:-

University College Building:

Wm. J. Scott - from 1 July, 1939, at a salary of \$1,500 per ann.

Electrical Building:

E. W. Dean - from 1 July, 1939, at a salary of \$1,350 per ann.

Your Committee concurs in these recommendations.

Fuel  
Contracts  
for 1939-40

2. Your Committee has considered the tenders received for the supply of coal required by the University for the year 1939-40 and the Superintendent's report thereon. Your Committee concurs in the Superintendent's recommendations that the following tenders for approximate quantities and varieties of coal be accepted:-

(A) BITUMINOUS SLACK

Firm	Amount	Kind of Coal	Price per ton delivered Canadian Funds
Canada Coal Limited	2,500 tons	Robinson Run Nut and Mead Pocahontas, mixed	\$5.34

This is one of the two low tenders for coal received, which the Superintendent feels can be satisfactorily used in our present equipment. We have used only a small quantity of this mixture for trial last year. This coal will be mined in 1939.

Milnes Coal Company	12,000	Lucerne	\$5.34
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We have used considerable amounts of this coal in the past from various dealers and the Superintendent knows that it will operate satisfactorily and efficiently in our plant. He does not recommend the acceptance of their personal guarantee instead of a bond as called for in the specifications, nor does he recommend the purchase of 3,000 tons of 1938 coal. All the coal recommended above refers to coal mined in 1939.

(AA) BITUMINOUS COAL FOR SMALL STOKERS

Firm	Amount	Kind of Coal	Price per ton delivered Canadian Funds
Conger Lehigh Coal Co.	340 tons	Sterling	\$4.89

This is the lowest tender submitted for this type of coal.

(B) BITUMINOUS RUN OF MINE

Milnes Coal Company	1,700	Lucerne	\$5.55
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This is the lowest tender submitted for this type of fuel.



(C) ANTHRACITE AND CANNEL COAL

Firm	Amount	Kind of Coal	Price per ton delivered	
			Canadian Funds	Loose      Bagged
W. H. Cox Coal Co.	200 tons	Grate Coal	\$10.17	.....
Central Coal Company	( 25	Egg Coal	10.30	\$10.40
	( 10	Stove Coal	10.30	10.40
	(110	Nut Coal	10.30	10.40
Conger Lehigh Coal Co.	760	Buckwheat	7.56	8.04
Elias Rogers Company	16	Cannel Coal	.....	10.85

(E) ANTHRACITE COAL - DAVID DUNLAP OBSERVATORY

Milnes Coal Company	50	American Buckwheat	8.30
Elias Rogers Company	15	Silver Blower	10.55

These are the lowest tenders, taking into consideration the method of delivery.

In some cases, depending on the weather, these tonnages, particularly for the Central Plant, may have to be varied slightly. Any additional tonnage will be purchased either when the market is most favourable, or from some other source, to enable the Superintendent to test different coals.

Plans of  
proposed  
drill hall  
at No. 119  
St. George  
Street

3. Your Committee has received from the Superintendent preliminary plans for the proposed drill hall at No. 119 St. George Street, which have been approved by the Military Committee. Your Committee now transmits these for the approval of the Board and recommends that the Canadian Officers' Training Corps, University of Toronto Contingent, be authorized to proceed with the erection of the hall under the supervision of the University Superintendent according to the plans submitted, and pay the accounts for the work, and that these accounts and the statements in connection therewith be forwarded to the Bursar for his records.

Starr  
Farm

4. In connection with your Committee's recommendation, which was adopted by the Board, regarding the reduction in the annual rental of the Starr Farm, Caradoc Township, from \$150 to \$75 in lieu of the house being destroyed by fire, the Bursar reported that although the tenant had not yet communicated in writing his acceptance of this arrangement the payment of \$75 had been received. Your Committee recommends that no further action be taken at present.

Sir Joseph  
Flavelle  
Bequest of  
"Holwood"

5. Your Committee took up for consideration the matter of the bequest to the University of Sir Joseph Flavelle's late residence "Holwood" and recommends that the Board enter into an agreement with the Executors to the effect that the house would not be used as a private residence for ten years, and that the University Solicitor be requested to give his definition of what might be termed a "private residence".

King Street  
West Pro-  
perty

6. Your Committee also took up for consideration an application for a lease of the vacant land owned by the University at No. 320 King Street West, and recommends that in view of possible difficulties in connection with the tax situation, etc., no agreement be entered into and that the present arrangements be continued until such time as the property can be sold.

Estate of  
J. Kerr  
Fisken -  
Scott Street  
Property

7. Your Committee has considered the application from the Estate of J. Kerr Fisken asking that the Board fix the ground rent for the next  $7\frac{1}{2}$  years, that is to January 8th, 1947, at \$500 a year, and receive from the Estate the payment of \$52 a month, the first payment on the 8th of July, 1939, which payments will pay the current ground rent and retire the arrears before 8th January, 1947. Your Committee recommends that the prevailing arrangements, viz: \$500 per annum ground rent and \$410 per annum on account of arrears, be continued until the arrears are paid, which will be in 1940-41.



No. 198  
College  
Street -  
Royal  
Canadian  
Institute

8. Consideration has also been given to the following letter from the University Solicitor in connection with the lease of No. 198 College Street to the Royal Canadian Institute:-

"C. E. Higginbottom, Esq.,  
Bursar, University of Toronto,  
Toronto, 5.

Dear Mr. Higginbottom:-

RE: Royal Canadian Institute

I am in receipt of your letter of 14th April enclosing the lease which expired on September 30th last, and which I return herewith.

In my opinion the Board has power under the University Act to purchase the leasehold interest of the Institute, and if satisfactory terms of purchase cannot be arranged the Board could, I think, expropriate such interest.

Under the lease of October 1st, 1917, the Institute has 'the privilege of receiving a renewal of this lease for the further period of twenty-one years longer, and so on for every twenty-one years perpetually'.

If the Institute requires a renewal lease to be granted now, in that event to avoid increasing compensation payable to the Institute by the Board should the Board expropriate the property, the rent payable under the renewal lease should be the full annual value of the property. Dr. Gibson referred to this point in his letter to me of 14th September last.

It might be practicable for the Board and the Institute to enter into an agreement that the Institute should continue to occupy the property as a tenant at will at the former rent subject to all of the Institute's covenants contained in the expired lease, with the right to the Institute at any time to require a renewal lease in accordance with the provision contained in the expired lease of 1st October, 1917, at a rent to be fixed by agreement, or failing that by arbitration, and subject also to the Board's right to expropriate the property at any time whether before or after a renewal lease is granted.

If there is no prospect of a satisfactory settlement being arrived at in the near future I would suggest that a letter be written to the Institute offering to enter into an agreement along the above lines and stating that if they insist on a renewal lease the rental will have to be based on the present actual rental value of the lands.

Yours faithfully,

19th April, 1939

(Sgd) Hamilton Cassels"

Your Committee recommends for the Board's approval the Solicitor's suggestions in this connection.

All of which is respectfully submitted,

16th June, 1939.

(Sgd) D. Bruce Macdonald  
pro Chairman.

Upon motion of the Chairman of the Board,  
Seconded by Mr. McDougald,  
It was resolved -

That the above report be adopted with the deletion of Clause 5 regarding "Holwood"; and that in connection with Clause 8 relating to the Royal Canadian Institute no action be taken in this matter at the present time.

Sir Joseph  
Flavelle  
Bequest of  
"Holwood"

In connection with the deletion of Clause 5 of the Property Committee's report regarding "Holwood", the Board took up for consideration the following letter from the University Solicitor giving his legal opinion of the previous decision of the Board to give an undertaking that they would not permit the premises to be used for a private



residence for a period of ten years:-

"C. E. Higginbottom, Esq.,  
Bursar, University of Toronto,  
Toronto, 5.

Dear Mr. Higginbottom:

RE: Sir Joseph W. Flavelle Estate

I have considered the proposal to enter into an arrangement with the Executors whereby they would surrender their right to renew the lease of 78 Queen's Park in consideration of the Governors undertaking not to use the premises for any purpose other than that of a private residence for a period of ten years. In my opinion the proposed arrangement is one which could not legally be made.

The Will provides that the Governors may at any time within six months from Sir Joseph's death accept a surrender of the leasehold premises for the purposes therein mentioned. If the University accepted a surrender of the property within this period under an arrangement such as the one suggested it might have the appearance of a scheme to evade the conditions of the Will.

As the University does not propose to accept the gift, I think it would be advisable to forward a disclaimer to the Executors. In order to make the document as informal as possible, the disclaimer might be embodied in the form of a letter along the lines of the enclosed draft, though it would be better to have it by deed recorded on the abstract of the lands.

If any arrangement to accept an unconditional surrender of the lease is made within such period it would need to be preceded by a disclaimer of the gift, but I think that it would be better if a surrender of the lease were not accepted until after the termination of the six-month period, as there could then be no question of the University taking the property subject to the restrictions in the Will. If at the end of that period the Executors are of the opinion that it is in the interests of the Estate to surrender the lease, I should think there would be no objection to accepting such surrender, which would then vest the premises including the buildings in the Governors free from any claim of the Estate. If the Executors wished to relieve the Estate from liability under the lease without waiting for the expiration of the six-month period I think the only safe plan would be to apply to the Court for its approval.

If after the above steps have been taken the Board felt it advisable to assure the Executors that the property would not be used for a period of ten years for the purpose of a private residence, such assurance could then be given without any complications arising as a result of the provisions of the Will.

You asked me to give you a definition of the expression 'private residence'. The matter is not altogether free from doubt, but in my opinion a private residence is one which is used as a dwelling place for only one family.

I shall await your further instructions in the matter.

Yours faithfully,

June 21st, 1939.

(Sgd) Hamilton Cassels"

(Draft of Disclaimer)

"National Trust Company Limited,  
Executors of the Will of the late  
Sir Joseph W. Flavelle,  
20 King Street East,  
Toronto, 2.

Dear Sirs:-

The Governors of the University of Toronto are deeply appreciative of the feelings which actuated the late Sir Joseph W. Flavelle in suggesting by the terms of his Will that the premises at 78 Queen's Park, Toronto, might be utilized for the purposes therein mentioned. The Governors regret, however, that circumstances make it impossible for them to accept the premises subject to the provisions of the Will and they are therefore reluctantly compelled to disclaim the gift relating to the said premises under clause IV (e) of the Will, which they hereby do.

Yours very truly,

.....  
Chairman

.....  
Bursar"

(L.)



It was moved by the Chancellor,  
 Seconded by Mr. McDougald,  
 And resolved -

That a disclaimer be forwarded to the Executors of the Estate in the form transmitted by the University Solicitor, and that the Chairman and the Bursar be authorized to sign the same on behalf of the Board.

New U.C.  
 Men's  
 Residence -  
 E.C. and  
 J.H. Walker  
 Bequests

Regarding the proposed erection of a new University

College Men's Residence, the Board gave authority for the setting aside from the E. C. Walker Bequest and the J. H. Walker Bequest of the sum of One Hundred Thousand Dollars (\$100,000) for this purpose.

Meeting with  
 Government  
 re Estimates  
 for 1939-40

The Chairman reported that on June 6th the following members of the Finance Committee -

The Chairman (Dr. Macdonald)  
 The President  
 Hon. Dr. Kelly  
 Mr. Ross

The Vice-Chairman (Dr. Russell)  
 Hon. Dr. Ferguson  
 Mr. Osler

together with the Bursar, had waited upon the Deputy Minister of Education, in the absence of the Minister, and that at this meeting the Estimates for the fiscal year 1939-40, as passed by the Board, were submitted together with a synopsis of the savings effected and the amount expected to be received from the increase in fees. The Chairman stated that after a discussion had taken place it was arranged to have a conference with the Prime Minister and the Minister of Education at a later date. This date was subsequently fixed for Wednesday, June 21st, at 12 o'clock noon but later postponed owing to the illness of the Prime Minister. The Chairman reported that he had been informed by the Minister of Education that the conference would be held in the early autumn. The President then presented the following letter from the Deputy Minister of Education authorizing the Governors to proceed under the 1939-40 Estimates submitted:-

"Dr. H. J. Cody,  
 President,  
 University of Toronto,  
 Toronto, 5.

Dear Sir:-

I am directed by the Minister of Education to acknowledge the receipt of the Estimates of the University for the University's year 1939-40. The Minister appreciates the careful supervision given by the Board of Governors to the expenditures of the University, and hopes that, if it is found possible to do so, the expenditures may be reduced below the amount set forth in the Estimates. Subject to this provision, the Minister gives his approval to the Estimates as submitted.

I have the honour to be,  
 Your obedient servant,

(Sgd) D. McArthur  
 Deputy Minister of Education"

June 22nd, 1939.



Possible  
overdraft  
during  
Summer  
months

The Bursar informed the Board that unless the University received a substantial payment on account of the Special Government Grant a very serious financial situation would prevail during the Summer months. The Board then decided that the Deputy Minister of Education should be notified to the effect that possible overdrafts might arise during the Summer months, when there will be no meetings of the Board and when the University is practically without revenue, which might prevent the payment of salaries and accounts; and request that the Government send a further payment on account of the Special Legislative Grant of, say, \$400,000., or if they prefer, issue an Order-in-Council permitting the Board to carry a bank overdraft of \$500,000 instead of the amount now authorized, viz: \$250,000.

Current  
Expendi-  
ture

The Bursar submitted his Estimate, under By-Laws Nos. 16, 50 and 64, of the amounts required to defray Current Expenditure for the month of July, and for the month of August and the first part of the month of September. Ordered that Accountable Warrants for One Hundred and Seventy-five Thousand Dollars (\$175,000) and Two Hundred and Fifty Thousand Dollars (\$250,000) be respectively issued to the Bursar.

Proxy re  
Canada  
Packers  
Meeting

The Chairman and the Bursar were authorized to sign the form of proxy for the annual meeting of Canada Packers Limited to be held on July 6th, 1939.

Signa-  
tures on  
University  
cheques

It was moved by Mr. McDougald,

Seconded by Mr. Young,

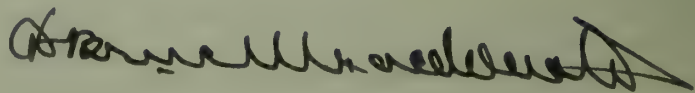
And resolved -

That in connection with the signing of University cheques either Mr. J. A. Gair or Mr. G. L. Court sign as Accountant; and that during the absence of the Bursar Mr. Gair sign as pro Bursar and not as Accountant.

The meeting adjourned at 6 p.m. to 14th September or the earlier call of the Chair.

Minutes confirmed

27-145/1939



Chairman.

*Indefed  
Mr. R.*



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, September 14th, 1939, at 4.p.m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The President	Dr. Gibson
Hon. Dr. Ferguson	Mr. McCulloch
Mr. McCullagh	Hon. Dr. Bruce
Mr. Osler	Dr. Anderson
Mr. Neilly	Mr. Burns
Chief Justice Rose	

The Bursar was present as Secretary.

The minutes of the last meeting were read and confirmed.

Resolution  
of condo-  
lence upon  
death of  
Mr. Duncan  
McDougald

Before proceeding with the business of the meeting,

It was moved by Honourable Dr. Herbert A. Bruce,  
Seconded by Honourable G. Howard Ferguson,  
And Resolved -

That the Board of Governors places on record its sense of the loss sustained by the University in the sudden death of one of its members, Mr. Duncan Joseph McDougald.

A man of great financial ability, business leadership and wide public interests, he devoted his experience and energy to the work of this Board; he was most regular in attendance at its meetings and he took a deep interest in all departments of University life.

To his widow and family the Board extends its sincere sympathy.

Order-in-  
Council re  
appoint-  
ment of  
Mr. C. F.  
W. Burns

There was read an Order-in-Council dated 6th September, 1939, appointing Charles Fowler Williams Burns, Esquire, a member of the Board to fill the vacancy caused by the death of Duncan Joseph McDougald, Esquire, for the remainder of the term for which Mr. McDougald had been appointed, namely, until June 20th, 1944.

The Chairman cordially welcomed Mr. Burns and expressed the hope that he would become a very active member of the Board.

Arising out of the minutes the following matters were reported:-

Leaside  
Engineer-  
ing Co.

There was read a letter from Dr. Russell stating that he had investigated the matter referred to him at the last meeting in connection with the manufacture of patents for starters by the Leaside Engineering Company, and suggesting that the Company be advised on behalf of the Board and of Augustana College that they do not recommend



steps being taken to provide for manufacture prior to November 17th, 1939. The Board approved of Dr. Russell's recommendation and the Secretary was instructed to notify the Company accordingly.

Prof. E.  
A. Dale -  
Trinity  
and Univer-  
sity Col-  
leges

In connection with the proposed arrangement that Professor E. A. Dale of the Department of Classics would teach in Trinity College as well as in University College, the Board concurred in a suggestion that Trinity College might consider the payment in semi-annual instalments to the University of its share of Professor Dale's salary, \$2,250., being one half of \$4,500., which would mean that the cheques to Professor Dale would be issued through the Bursar's Office. This suggestion was made with a view to avoiding any difficulty in connection with the pension arrangements which might arise later.

No. 119 St.  
George St.,  
and C.O.T.C.

The Bursar stated that he had received copies of minutes of meetings of the Military Committee, also estimates, in connection with the erection of the drill hall at No. 119 St. George Street, together with certain recommendations made to the Committee by Colonel Madill, and reported that in the funds which are being provided from the University Contingent of the Canadian Officers' Training Corps the amount of \$15,000 originally mentioned in connection with the proposed purchase of No. 112 St. George Street had been increased to \$16,000 following the purchase of No. 119 St. George Street.

Sir Joseph  
Flavelle  
Bequest of  
"Holwood"

Regarding the bequest of "Holwood" to the University, it was moved by Mr. Neilly, seconded by Mr. Osler, and resolved, that authority be given for the execution on behalf of the Governors of a document transmitted by the University Solicitor and containing a disclaimer on the part of the National Trust Company, Trustees of Sir Joseph's Estate, to the right to renew the lease of this property, and a release by the Governors of the University to the Estate. Authority was also given to send to the Trust Company the following letter as drafted by the University Solicitor:-

"National Trust Company Limited,  
Trustees of the Estate of  
Sir Joseph Wesley Flavelle, Deceased,  
20 King Street East,  
Toronto, 2.

Dear Sirs:-

The Governors have carefully considered the request of the heirs of the late Sir Joseph Flavelle that they might give some assurance that "Holwood" would not be used for other than University purposes during the next ten years. The Governors cannot, of course, bind themselves as to the purposes for which they might consider it necessary to use the property in the future, but they have instructed me to advise you that it is not their present intention to use the



property for other than University purposes, and that they think it quite unlikely that they will find it necessary to do so. The Governors desire to meet the wishes of the heirs as far as it is possible to do so consistently with their duties and powers.

Yours very truly,

.....  
Secretary to the Board

In connection with the request of Mrs. Barrett and Mrs. Clara McEachren, daughters of the late Sir Joseph, to have until 31st December, 1939, to remove the pipe organ and any other articles of furniture remaining in these premises, the Board gave approval subject to any unforeseen contingency arising necessitating the use of the building.

King Street  
West Pro-  
perty

A letter was presented from Dr. Gibson, Chairman of the Property Committee, stating that he was making an effort to find a purchaser for the property owned by the University on King Street West.

Payments on  
account of  
Special  
Legislative  
Grant and  
authority  
to exceed  
overdraft

In connection with amounts received from the Government during the Summer months on account of the Special Legislative Grant, the Bursar reported that he had only received payments when University funds were exhausted and a large bank overdraft prevailed. In view of the fact that this overdraft had closely approached the \$250,000 permissible under the University Act and that the Deputy Minister of Education, Dr. McArthur, had informed the Bursar that the Order-in-Council for \$250,000 from the Government was in process of completion and that payment would shortly be made, it was moved by Mr. Osler, seconded by Hon. Dr. Ferguson, and resolved, that authority be given to increase the overdraft by \$100,000 pending receipt of the Government's cheque.

- - - - -

Appoint-  
ments  
made  
during  
Summer  
months

It was moved by the President, seconded by Hon. Dr. Ferguson, and resolved, that the following appointments and transfers in appropriations, recommended by the President and dealt with during the Summer under authority granted by the Board at the last meeting, be confirmed at the amounts indicated:-

The following to be effective from 1 July, 1939

Miss V. E. Keys	- Assistant, Library	@ \$1,200 per ann.
Faculty of Medicine:		
E. T. Waters	- Assistant Professor, Department of Physiology	@ \$3,000 " "
Miss M. Jackson	- Attendant in Bacteriology, Department of Pathology & Bacteriology	@ \$70.00 " month
Faculty of Applied Science:		
T. Storton	- Laboratory Attendant, Department of Chemical Engineering	@ \$900 " ann.



Miss E. Hodge	- Stenographer, 1 July, 1939, to 30 June, 1940	\$1,000	
Athletics & Physical Training - Women:			
Miss A. Cochrane	- Swimming Instructor	1,200	
A. L. Cochrane	- Assistant Swimming Instructor	300	
Faculty of Arts:			
Chemistry:			
M. M. Pechet	- Assistant (vice C.B. Shipton, declined)	650	
Botany:			
W. M. C. Chilton	- Greenhouse Assistant, 1 September, 1939, to 30 June, 1940	\$72 per mo	
Political Economy:			
R. C. Bellan	) Assistants	250	
B. Gaynor		250	
Miss J. McKee	- 10 mos.	1,000	
Miss J.I. Horrell	- half time (9 mos.)	500	
Miss G.L. Turnbull	- half time	Assistants	
Philosophy:			
T. A. Goudge	- Lecturer	1,700	
German:			
Martin Joos	- Lecturer	2,000	
Faculty of Medicine:			
Medicine & Clinical Medicine:			
A. P. W. Clarke	- Fellow	1,000	
Paediatrics:			
J. D. M. Griffin	- Junior Demonstrator	without salary	
Miss E. McNamara	- Special Technician, 1 July, 1939, to 30 June, 1940 (cancelling previous appointment - vide folio 21)	1,200	
Oto-Laryngology:			
G. M. Biggs	- Professor and Head of Department	700	
University Extension & Publicity:			
Summer Session:			
Pass Course for Teachers:			
N. Brock McElheran	- Geography	200	
Jocelyn Proby	) Second Year History	210	
F. H. Underhill		140	
V. J. Okulitch	- Supervision of Laboratory Work		
Albert Prince	- Laboratory Assistant	50	
Specialist Courses:			
J. Ellis Thomson	- Mineralogy	100	
E. K. Brown	) Fourth Year Honour English	280	
A. E. Birney		140	
Correspondence Course:			
A. E. Birney		10	
Special Research:			
Research Assistants:			
Department of Applied Physics:			
L. E. Jones	- for July, 1939	17	
V. L. Henderson	- " July, August & September, 1939	\$175 per	
W. A. Mohun	- " July and August, 1939	175 "	
D. H. Hamly	- " July, 1939	17	
H. V. Steer	- Mechanician for July and August, 1939 (up to 4 weeks)	\$30 per	
Department of Chemical Engineering:			
N. R. Fasken	- for September, 1939	12	
G. P. Beal	) for July, August & September, 1939	(15	
W. H. Bowman		(15	
W. C. Macdonald		(15	
L. J. Rubin		(15	
A. S. Weatherburn		- " " " "	\$100 amo.
Department of Electrical Engineering:			
C. J. Bridgland	- for June, 1939	125	



Appoint-  
ments  
(Cont'd)Special Research (Cont'd):Research Assistants:Department of Mechanical Engineering:

R. J. Birss	- for July and August, 1939	\$165 per mo.
W. A. Wallace	- " August, 1939 (vice R.J. Birss resigned)	\$165

Medical Research - Banting:

A. T. Stringer	- Electrical Technician	1 July to ) 115 per mo.
Miss H. Brock	- Assistant	) 30 June ) 60 " "
<u>Research Assistants, from 1 Sept., 1939 to 30 June, 1940:</u>		
S. F. Macdonald		125 " "
W. N. Keefe		75 " "
G. J. Millar		75 " "

Medical Research - Best:Physiology:

E. Fidler	- Lecturer & Research Associate	
	from 1 July, 1939, to 30 June, 1940	\$100
R. E. Haist	- Demonstrator, from 1 July, 1939, to 30 June, 1940	100
A. L. Chute	- Research Associate, from 1 August, 1939, to 30 June, 1940	1,375

Research Assistants:

J. Campbell, Jr.	)	1,800
L. B. Jaques	) from 1 July, 1939, to 30 June, 1940	1,200
Miss H. J. Bell	)	900
M. J. Wilson	- part time from 1 July, 1939, to 30 June, 1940	400
Mrs. Jean P. Fletcher	) from 1 October, 1939, to 30 June, 1940	900
D. F. Pen	)	630

Fellows (part time):

J. W. McNichol	) from 1 October, 1939, to 31 May, 1940	200
E. G. Meger	)	200
A. D. Rice	)	200
Miss D. M. Secord	- Secretarial Assistant from 1 July, 1939, to 30 June, 1940	100
F. L. Robinson	- Head of Technical Staff, from 1 July, 1939, to 30 June, 1940	500

Technical Assistants:

Miss G. I. Harpell	- from 1 July, 1939, to 30 Nov., 1939	416.65
C. Scattergood	) from 1 July, 1939, to 30 June, 1940	850
J. C. Howard	)	700

Physiological Hygiene:Research Associates:

Miss J. H. Ridout		450
D. Y. Solandt		200
Miss E. F. Dudley Martin	- Research Assistant from 1 July, 1939, to 30 June, 1940	1,300
C. R. Cowan	- Senior Technical Assistant	700

Technical Assistants:

J. Scattergood	\$1,150	J. G. Truax	1,050
Miss M. Luxton	900	K. Roseblade	900
Miss M. E. Hocking	875	Miss A. Jaffray	825

Connaught Laboratories:Public Health Fellows (paid by the Laboratories):

Paul Claveau	\$1,500	M. B. Donaldson	1,500
A. C. McGugan	937.50		

Amend-  
ments to  
Estimates

An additional appropriation of \$50 from the McLennan Fund in the Department of Physics was authorized in connection with the purchase of the Magnetometer approved by the Board last Spring, making a total of \$1,050.

Transfers in appropriations:Registrar's Office for 1938-39:

From "Presiding and Attendance"	
To "Printing Examination Papers, etc."	\$115

Political Economy for 1939-40:

From "Class Assistant, Sociology"	
To "Clerical Assistance"	100

Engineering Research 1939-40:

Electrical Engineering	
From "Supplies"	
To "Salaries"	- \$365



Revision of titles and certain new appointments in Bursar's Office

Confirmation was also given to the revision of titles and certain new appointments to the staff of the Bursar's Office, dating from 1 July, 1939. The names, titles and salaries, which have been provided for as set out in the Estimates, are as follows:-

Bursar, C. E. Higginbottom	\$5,000
Accounting:	
Accountant, General Funds (J. A. Gair)	2,200
Accountant, Trust Funds (G. L. Court)	2,200
Investment Clerk (Miss E. Crookshanks)	1,100
Bookkeepers:	
H. E. McBride	1,200
H. Pouwels	1,200
J. R. Prince	1,100
Appropriations Ledgers Clerks:	
Miss E. Long	1,650
Miss R. Mahood	1,100
Miss V. Whitehead	900
Clerks:	
Miss J. H. Branton	1,400
Miss F. M. Quinlivan	900
Stenographer (Miss J. L. Berry)	900
Fees:	
Chief Clerk (Miss E. B. Goodwin)	2,150
Cashier (G. M. Grant)	1,600
Record Clerks:	
Mrs. Edith M. Hardy	1,150
Miss F. J. Rorke	950
Secretarial:	
Secretary to the Bursar (Miss M. Burns)	1,850
Assistant (Miss E. W. Link)	950
Pensions Clerk (Miss M. Austin)	1,600
Assistant Pensions Clerk (Miss D. W. Haggart)	900
Clerk (Miss M. H. Dandy)	900
Chief Clerk (Miss A. M. Gall @ \$2,050 - part time in 1939-40)	1,025

Appoint-  
ments

Other appointments recommended by the President were made as follows, and the remuneration fixed at the amounts set opposite the respective names:-

For the Session 1939-40

Athletics & Physical Training - Women:

The appointment of Mrs. Aileen Nisbet (nee Cochrane) as Swimming Instructor (vide folio 52) was amended by making the remuneration for the year 1939-40	\$1,000
Miss J. Coventry - Assistant Swimming Instructor	500

Faculty of Arts:

Mathematics:

L. Dulmage	- Fellow (vice Miss F.J.Collinson resigned)	600
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Physics:

E. P. Hincks	)	525
J. Levinson	) Assistant Demonstrators	525
G. D. Scott	)	525

Geology:

The appointment of V. J. Okulitch as Lecturer (vide folio 15) was amended by making the remuneration for the year 1939-40	2,000
V. K. Prest - Instructor	1,000

Biology:

Miss E. Caesar - Secretarial Assistant for 9 months from 15 September, 1939	720
A. Prince - Laboratory Attendant, from 11 September, 1939	450



Appoint-  
ments  
(Cont'd)

Faculty of Medicine:

Pathology & Bacteriology:

(from 1 September, 1939, to 30 June, 1940)

D. E. O. Magner	- Lecturer (cancelling former appointment as Senior Fellow - vide folio 20)	\$1,700 per an.
J. D. Duffin	- Senior Fellow (cancelling former appointment as Demonstrator - vide folio 20)	1,200 " "
W. B. Charles	- Fellow	600 " "

Obstetrics & Gynaecology:

Douglas Caunell	- Junior Demonstrator	without salary
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Faculty of Applied Science:

Mechanical Engineering:

I. W. Smith	- Machine Design	)	\$1,150
W. A. Wallace	- Thermodynamics	) Demonstrators	1,050
J. W. Greason	- Hydraulics	)	1,000

Faculty of Dentistry:

Miss E. O. Courtney	- Superintendent of Dental Nurses in Training, from 1 September, 1939, to 30 June, 1940 (vide Miss L. A. Cameron resigned)	1,300
The appointment of Miss G. Kyle as Dental Nurse (vide folio 24) was amended by making the remuneration for the year 1939-40		900

Special Research:

Psychiatric Research:

J. E. Sharpe	- Research Assistant (vice C. H. McCuaig resigned)	300
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Medical Research - Banting:

Research Assistants from 1 Sept., 1939, to 30 June, 1940:	
J. M. Janes	\$100 per mo.
H. J. Creech	- part time 400

The following resignations were accepted:-

Resigna-  
tions of  
G. Lyman  
Duff, A.  
E. Grauer  
and Miss  
H. Weeks

G. Lyman Duff, Assistant Professor in the Department of Pathology and Bacteriology, effective 31st July, which was accepted with regret and appreciation of his services while on the staff;

A. E. Grauer, Professor and Director in the Department of Social Science, effective 1st August;

Miss Hazel Weeks, Clerical Assistant, School of Nursing, effective 31st August.

Leave of  
absence to  
Prof. H. R.  
Kemp and  
Prof. V. F.  
Coe

Leave of absence without salary was granted to Professor H. R. Kemp and Professor V. F. Coe of the Department of Political Economy as from 1st October, 1939, for the duration of the war.

Mr. G. A.  
Cline re-  
porting  
for duty

The Bursar reported that he had been notified by Mr. Lewis, Headmaster of the University Schools, that Mr. G. A. Cline, who had been absent on sick leave for some time, had fully recovered and had reported for duty, at which the Board expressed their pleasure.



Appoint-  
ment of  
Carl von  
Seemann  
being  
held up

Upon the recommendation of the President the appointment of Carl von Seemann as a Research Assistant in the Department of Medical Research - Banting for 1939-40 was ordered to be held up until more definite word had been received from him as to the time of his arrival, as in a communication from von Seemann to Dr. G. E. Hall he stated that he was having some difficulty with the immigration authorities in making all his plans to come to Canada.

Revised  
Estimates  
of Depart-  
ment of  
Medicine  
for  
1939-40

The revised Estimates for the Department of Medicine for 1939-40, as submitted by Dean Gallie, were approved as follows:-

#### PART 1 - SALARIES

##### ASSETS

University Fund .....	\$16,350.
Eaton Fund .....	20,000.
Eaton Fund (unexpended balance) .....	9,000.

##### EXPENDITURES (paid from University and Eaton Funds):

Professor, one, full time	\$10,000
Assistant Professors, five, part time	1,500
Assistant Professors, two, half time	1,500
Associates, six, part time	1,500
Associates, two, half time	1,000
Associate, one, full time	2,000
Senior Demonstrators, ten, part time	2,000
Senior Demonstrators, two, half time	1,000
Junior Demonstrators, eight, part time	1,200
Junior Demonstrators, one, half time	500
Junior Demonstrators, four, full time	9,800
Junior Demonstrator in Clinical Microscopy - 1	250
Fellows in Medicine, two	2,000
Research Assistants, two	2,640
Secretary, one, full time	1,440
Secretarial Assistant, one, half time	420
Technician, 1	1,320
Laboratory Assistant, 1	780
	<u>\$40,850</u>
Balance .....	4,500

##### ASSETS

Rockefeller Fund .....	3,500.
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##### EXPENDITURES (paid from Rockefeller Fund):

Junior Demonstrators, two, full time	3,500	
	<u>\$48,850</u>	<u>\$48,850.</u>

#### PART 11 - MAINTENANCE

##### ASSETS

Balance from University and Eaton Funds .....	\$ 4,500.
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##### EXPENDITURES (paid from University and Eaton Funds):

Books and Periodicals	\$ 700
Laboratory Cleaning	400
Apparatus	1,000
Supplies and Chemicals	2,400
	<u>\$ 4,500</u>
	<u>\$ 4,500.</u>



poration grant for the Department of Educational Research for the  
fiscal year 1939-40, submitted by Dean Althouse with the approval of  
the Minister of Education, was authorized as follows:-

(a) Library	\$1,500.00
(b) Office Supplies & Printing	1,000.00
(c) Office Assistance	1,000.00
(d) Tests (trial runs, etc.) and other researches	800.00
(e) Travelling Expenses	500.00
(f) Unappropriated	92.61
	<u>\$4,892.61</u>

The following communications and matters were reported:-

Letter  
from Deputy  
Minister  
of Education  
re examina-  
tion of  
Central  
Power  
Plant

From Dr. Duncan McArthur, Deputy Minister of Education, in reply  
to a letter from the Chairman of the Board, advising that consideration  
was being given to the selection of a competent person who would make  
an examination of the Central Power Plant in conjunction with the Super-  
intendent of the University.

Request for  
compensa-  
tion from  
Connaught  
Laborato-  
ries by Mrs.  
G.N.Dixon

From the University Solicitor enclosing copies of correspondence  
relating to compensation from the Connaught Laboratories requested by  
Mrs. G. N. Dixon, 82 South Drive, Toronto, who alleges that she suffered  
injuries from an explosion which occurred upon opening a bottle of liver  
extract prepared by the Laboratories.

Letter  
from Royal  
Ontario  
Museum re  
appropria-  
tion for  
1939-40

From Dr. J. B. O'Brian, Chairman of the Board of Trustees of the  
Royal Ontario Museum, as follows:-

"C.E.Higginbottom, Esq.,  
Bursar,  
University of Toronto.

Dear Sir:-

You have sent an Appropriation Advice to us along, I  
presume, with the other departments of the University.

Of course, the Museum receives the University's half  
of its Maintenance Estimates not as a department of the Univer-  
sity but in virtue of the provision in the Museum Act (sec.15)  
which provides that one-half of the maintenance of the Museum  
shall be borne by the University.

Our Estimates for the year just beginning were fixed,  
after careful scrutiny by the University representatives on our  
Board, and after deducting \$1,400 for estimated door receipts,  
at a sum which called for payment by the University of \$85,475.25,  
or \$5,475.25 more than the \$80,000 mentioned in your Appropria-  
tion Advice.

These remarks may be thought superfluous, but it ap-  
pears to me that they are warranted as a matter of record.

Yours faithfully,

July 5th, 1939.

(Sgd) J. B. O'Brian

Letter of  
gratitude  
from Mrs.  
Keys re  
death of  
Prof.Keys

From Mrs. Keys expressing the gratitude of herself and family  
for the kind letter of sympathy sent to her by the Secretary of the  
Board upon the death of her husband, Professor D. R. Keys.



Letter from  
Minister of  
National  
Defence re  
offer of  
facilities  
during war

From the Minister of National Defence, Ottawa, thanking the President for his telegram advising that the University places at the disposal of the Government in connection with the war situation all its research and teaching facilities.

Other communications were presented and dealt with as follows:-

Changes in  
hours for  
visitors  
at Dunlap  
Observatory

From Professor R. K. Young requesting the following changes in the hours for visitors at the Dunlap Observatory as a result of certain difficulties which have arisen and because the number of visitors were decreasing as well as the revenue:-

- (1) That the Observatory be open each Saturday evening, May to October, without charge;
- (2) That visitors might visit the Observatory in the afternoons except Sundays and holidays from 1:30 to 4:30 and the charge would be 25 cents, save on Wednesday afternoon.

The Board approved of these changes being made.

Request by  
Prof. R.K.  
Young for  
reimburse-  
ment for  
calculat-  
ing machine

Also from Professor Young stating that in 1935, when the Dunlap Observatory began work and they were short of funds, he had purchased with his own money a Calculating Machine for use at the Observatory at a cost of \$495., and requesting that he now be reimbursed for this amount. This matter was referred to the President for his consideration with authority to take whatever action he deemed necessary.

Protection  
of Central  
Power  
Plant

From the Superintendent a report outlining certain proposals for the protection of the Central Power Plant. The Board authorized that protection be provided if necessary but that the Property Committee be requested to take this matter up with the Provincial Government in order to ascertain what they were prepared to do in this connection.

Demolition  
of green-  
houses at  
"Holwood"

Also from the Superintendent stating that the greenhouses at No. 78 Queen's Park were in a very bad state of repair and that it would be an expensive piece of work to rebuild them. Upon his recommendation the Board approved of the demolition of same.

Flavelle  
Fellowship  
in  
Psychology

From Professor E. A. Bott requesting that consideration be given to the immediate appointment of Miss Ruth Dingee for one of the graduate fellowships provided under the bequest of the late Sir Joseph Flavelle. Pending the receipt of funds the Board approved of the establishment of this fellowship and of the appointment being made.



Auditor's  
Annual  
Report of  
Students'  
Administra-  
tive  
Council

From Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, transmitting the Auditor's Report for the year ending 30th June, 1939. The Board expressed pleasure at the splendid manner in which the affairs of the Council were being handled.

Protest by  
British  
Empire  
Ass'n re  
remarks  
of Prof.  
Coe

From the British Empire Association protesting against certain remarks on Canada's attitude towards the war purported to have been made by Professor V. F. Coe of the Department of Political Economy. This matter was referred to the President for consideration and reply.

The following donations were reported and were accepted with thanks and appreciation:-

Grant re  
School of  
Nursing

From the Rockefeller Foundation the sum of \$250,000 for endowment of the School of Nursing.

Carnegie  
grant re  
confer-  
ence on  
North  
American  
Indians

From the Carnegie Corporation a grant of \$5,000 towards expenses of the University of Toronto - Yale University Conference on Problems of North American Indians to be held September 4th to 16th.

Josiah  
Macy Jr.  
Foundation  
grant for  
Dr. Hall

From Josiah Macy Jr. Foundation a further grant of \$3,600 in support of the investigations on neurogenic and hormonal influences upon the cardio-vascular system by Dr. G. E. Hall of the Department of Medical Research - Banting for 1939-40.

Eli Lilly  
Fellow-  
ships

From Eli Lilly & Company a continuation of the two \$1,000 Fellowships in the Department of Medical Research - Banting for 1939-40.

Grant from  
Canadian-  
Council on  
Nutrition  
for Con-  
naught  
Laborato-  
ries and  
Paediatrics

From the Canadian Council on Nutrition, Ottawa, the sum of \$2,000 representing (1) a grant of \$1,000 to the Connaught Laboratories for work being carried on under Professor C. H. Best in the examination of foods referred by the Council; and (2) a grant of \$1,000 to the Department of Paediatrics for work being carried on in the laboratory of the Hospital for Sick Children under the supervision of Dr. F. F. Tisdall.

Grant from  
Province of  
Ontario re  
School of  
Hygiene

From the Province of Ontario, through the Minister of Health, a grant of \$5,000 a year for four years to the School of Hygiene to provide Courses of Instruction for Medical Officers of Health, Medical Practitioners, and Nurses interested in Public Health Work; and upon motion of Hon. Dr. Bruce, seconded by Dr. Gibson, it was resolved that authority be given for the execution of an agreement between the Government and the University covering the payment of this grant to the University and an undertaking by the Board to provide such instruction.



Rockefeller  
Foundation  
grant re  
School of  
Hygiene

From the Rockefeller Foundation, International Health Division,  
an extension from two years to four years, ending not later than 31st  
December, 1943, of their grant of \$20,000 to the School of Hygiene for  
its field training facilities in connection with Public Health Work.

Prize in  
Law from  
Romaine K.  
Ross

From Romaine K. Ross, Barrister of St. Catharines, the sum of  
\$20 for a Prize in Law as set out in the following letter which he sent  
to Professor Kennedy:-

"W. P. M. Kennedy, Esq.,  
Professor of Law,  
University of Toronto,  
Toronto, Ontario.

Dear Mr. Kennedy:-

I beg to enclose herewith my cheque in the amount  
of \$20 payable to Dr. H. J. Cody, the proceeds of which I would ap-  
preciate being used, if the University so desires, as a prize to the  
student in the Honour Course in Law in the Third Year who obtains  
first of First Class Honours in Administrative Law in his year. I  
would like to donate this amount each year for the same purpose as  
an annual prize, the prize to be known as the Romaine K. Ross Prize  
or by such other name as you might suggest.

I am deeply conscious of the valuable service which  
the University, through the Faculty of Law, has rendered to me, and,  
upon the occasion of my recent trip to England, was delighted to hear  
England's Attorney-General, Sir Donald Somervell, speak so highly of  
you and of the University of Toronto. It is indeed an honour and a  
privilege to count myself a graduate and, by way of appreciation, I  
would like to do something, however small, for the University that  
has done so much for me. If my donation is not acceptable for the  
purpose named I shall be glad to have it and future donations used  
in any other way it might be thought appropriate.

With kindest personal regards,

I am,

Sincerely yours,

June 23rd, 1939.

(Sgd) R. K. Ross

Bequest for  
a prize under  
Will of late  
Annie Lewisa  
Laird

The sum of \$2,000 in bonds under the Will of the late Professor  
Annie Lewisa Laird, the interest to be used to provide a prize to be  
awarded to the student who stands first in first-class honours in the  
Second Year of the Household Economics (Bachelor of Arts) Course. Upon  
motion of Hon. Dr. Ferguson, seconded by Dr. Anderson, it was resolved  
that authority be given for signing on behalf of the Governors the form  
of release and discharge forwarded by the Executors in connection with  
the acceptance of the above mentioned bonds.

The two latter donations were referred to the Senate for settle-  
ment of the academic details.

The Board confirmed the action taken during the Summer in  
connection with the following matters:-

Use of No.  
86 Queen's  
Park by  
Provincial  
Police

The turning over to the Provincial Government, at the request of  
the Minister of Public Works, of No. 86 Queen's Park for use by the Pro-  
vincial Police with the approval of the President and the Chairman of  
the Property Committee.



Transfer  
in funds  
of Royal  
Ontario  
Museum

The transfer to a Suspense Account of the unexpended balance as of 30th June, viz: \$4,979.13, to the credit of the Royal Ontario Museum Maintenance Account, as was done last year and as requested by Dr. O'Brian.

Invest-  
ments

The purchase of the following securities with the grant of \$250,000 received from the Rockefeller Foundation for endowment of the School of Nursing, which had the approval of the Chairman of the Finance Committee, Mr. Osler, Dr. Russell and Mr. Ross:-

\$ 50,000 Dominion of Canada  $3\frac{1}{4}\%$  Bonds, due 1st June, 1956/1966  
Price: 102.25 and interest to yield  
approximately 3.08%

\$200,000 Province of Ontario 3% Bonds, due 1st June, 1952/1954  
Price: 99  $\frac{5}{8}$  and interest to yield  
approximately 3.03%

Facilities  
of Univer-  
sity at  
disposal of  
authorities  
for war  
purposes

The President stated that the many facilities of the University had already been placed at the disposal of the authorities for war purposes, some of which included the use of No. 86 Queen's Park (the President's House) by the Provincial Police, making the back campus available for drilling, and the stadium for recruiting purposes. He also outlined the possibility of considerable work being done in connection with aviation, and the possible further extension of the Canadian Officers' Training Corps at the University.

Committee  
to consider  
matters re  
War Service,  
remunera-  
tion to  
staff, etc.

The President presented several matters in connection with War Service, including consideration to be given members of the staff enlisting for Military Service, and the Board appointed the following Committee to consider this matter and confer with the Provincial Government as to what action should be taken:-

The President (Convener)  
Hon. Dr. Ferguson  
Dr. Russell  
Mr. McCulloch  
Mr. Neilly

Proposed  
War Service  
Advisory  
Board

The President also presented a letter from M. Barry Watson, Director of the Department of Military Studies, regarding the establishment of a War Service Advisory Board for staff and students. The Board approved of the scheme suggested and authorized the President to name the members to act on this Committee.



Survey in  
Faculty of  
Applied  
Science

The President further presented a report regarding the survey which had previously been proposed in connection with the Faculty of Applied Science, and the Board approved of his recommendation that Mr. Dugald C. Jackson, President of the American Institute of Consulting Engineers, be engaged to make this survey about the middle of October with the thought in mind that it would be completed shortly after the close of the present fiscal year; the University to pay him a gross compensation, including expenses, of Forty-five Hundred Dollars (\$4,500), this amount to be provided from the income of the Wallberg Bequest.

Special  
Committee  
to con-  
sider  
allowing  
students  
in Medicine  
to repeat  
First Year

The President explained some difficulties which had arisen in connection with the restrictions applied to students who had failed in their First Year in the Faculty of Medicine and who were desirous of repeating the year, but owing to present regulations were not permitted to do so. The Board referred this matter to a Special Committee consisting of -

The President (Convener)  
Hon. Dr. Bruce  
Hon. Dr. Ferguson  
Mr. McCullagh

Appoint-  
ment of Mr.  
Burns to  
Property  
Committee  
and Hart  
House  
Committee

Upon the recommendation of the Chairman of the Board, Mr. C. F. W. Burns was appointed a member of the Property Committee and of the Standing Committee of the Board re Hart House, to fill the vacancy caused by the death of Mr. Duncan McDougald.

Minnie  
Carson  
Bequest

The Bursar reported that in connection with the Minnie Carson Bequest there was on hand at the present time cash totalling \$419.23, and that this bequest was left to the University to be used for research in Tuberculosis. At the Bursar's suggestion the Board gave authority that this research should be conducted under the supervision of Sir Frederick Banting and that the funds provided be made available for the same.

Current  
Expendi-  
ture

The Bursar presented his statements, certified by the Auditor, of the expenditure made during the months of June, July and August, from the Accountable Warrants authorized at the meetings of 7th and 22nd June, and the same were laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of September and the first



part of October. Ordered that an Accountable Warrant for Two Hundred and Fifty Thousand Dollars (\$250,000) be issued to the Bursar.

Protection  
of Soldiers'  
Memorial  
Tower

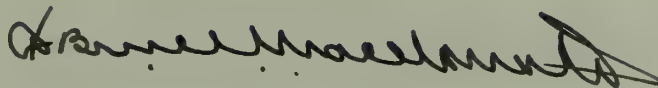
In view of the damage which has been done to the Soldiers' Memorial Tower by lightning, the matter of its future protection was referred to the Property Committee for consideration.

The meeting adjourned at 6:15 p.m.

*Indefinite  
m.B.*

Minutes confirmed

*Sep. 28<sup>th</sup> 1939*



Chairman







Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, September 28th, 1939, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The President	Dr. Gibson
Hon. Dr. Ferguson	Mr. Neilly
Mr. Burns	Mr. Osler
Mr. McCullagh	Hon. Dr. Bruce
Chief Justice Rose	

The Bursar was present as Secretary

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

In connection with the authority given by the Board at the last meeting regarding the bank overdraft, the Bursar reported that the cheque for \$250,000, as promised by the Government, had been received as a further payment on account of the Special Legislative Grant.

A letter was presented from Mr. G. A. Cline conveying his gratitude for the consideration shown by the Board in retaining him on the staff during his long absence from active teaching.

The Board gave authority for an additional appropriation of \$2,800 for Protective Service in connection with the Central Power Plant to provide for the necessary guards and relief to the end of the present fiscal year, as requested by the Superintendent.

In a letter from Dr. G. E. Hall he stated that Dr. Carl von Seemann, whose appointment as Research Assistant in the Department of Medical Research - Banting had been held up owing to immigration difficulties, had reported for duty.

The Bursar reported that upon the President's recommendation a cheque for \$495 had been sent to Professor R. K. Young as reimbursement for the calculating machine purchased by him in 1935 for use by the Department of Astronomy, which matter had been referred to the President by the Board.

Payment on account of Special Legislative Grant, and bank overdraft

Letter of gratitude from Mr. G.A.Cline

Protection of Central Power Plant

Appointment of Carl von Seemann

Reimbursement to Prof. R.K. Young for calculating machine



War Service regulations regarding members of the staff

Following the appointment of a Special Committee to consider certain matters in connection with members of the staff enlisting for Military Service, the President reported that the Provincial Government had convened a meeting of representatives of the different Universities and as a result of this conference he recommended the following regulations, which were adopted by the Board:-

- (1) That leave of absence for the duration of the war be granted to members of the staff who enlist for, or are called upon for, full-time service.
- (2) That their positions be kept for them on their return from active service, and appointments, if any, to carry on their work be temporary only.
- (3) That they be paid their full University salary for the month in which they enlist, and for one month following.
- (4) That the University pay the amount of their contribution to the superannuation or pension fund.
- (5) That the above regulations apply to members of the administrative staff and permanent employees also.
- (6) That the Board retain discretionary power to deal with special cases and with future emergencies.

Letter of thanks from Mrs. Duncan McDougald

There was read a letter of thanks from Mrs. McDougald of the Board's resolution of sympathy upon the death of her husband, Mr. Duncan McDougald.

Reply by the President to letter from the British Empire Association re Prof. V. F. Coe

Also a letter from the President to the British Empire Association, in reply to their protest against remarks allegedly made by Professor V. F. Coe, as follows:-

"Mr. R. H. Richardson,  
General Secretary, British Empire Association,  
2 Toronto Street, Toronto.

My dear Sir:-

Your letter of July 7th addressed to the Board of Governors of the University came before the Board at its first meeting in the autumn yesterday, and I was instructed to reply.

(1) Professor Coe was speaking, as all University professors speak, on his own responsibility. The University as such makes no public declaration on such matters.

(2) The Board does not consider that a professor should not be allowed to express his considered sentiments on a scientific subject.

(3) I have the full text of Professor Coe's address before me, which gives no basis for the first paragraph in the newspaper cutting you have forwarded: 'Canada has decided to throw her economic and military lot with the United States.'

The address is a very able presentation on the relations of Canada with the Empire, the United States, and the whole world. It is not in any sense disloyal, unless you would consider that Prime Minister King is disloyal in making a trade pact with the United States.

I wish to make an emphatic protest against the action of your Association in making public attacks on the University of Toronto in the press for alleged utterances of members of the staff. You have evidently taken no pains to find out and to read what Professor Coe wrote in his paper of July 4th on 'Canada in a critical world economy'. I have always understood that it was an essential element in British tradition to play the game, and not to make an accusation unless you had sufficient grounds for making it.



If I mistake not this is the second time you have made an attack upon this University attributing to a professor some disparaging remarks in regard to the British flag. You did not give the name of the professor nor your authority for making the accusation. Apparently you accepted something from 'The Evening Telegram'. On our inquiring from the 'Telegram' for the basis of the statement the 'Telegram' refused to give any information whatsoever. All our investigations led to the conclusion that no such statement was made by any member of the staff of the University of Toronto.

Sincerely yours,

(Sgd) H. J. Cody

September 15th, 1939.

President

Letter of  
apprecia-  
tion from  
members  
of North  
American  
Indian  
conference

The President presented a letter from Professor McIlwraith conveying the appreciation of members of the conference on North American Indians for the University's sponsoring of the gathering in conjunction with Yale University and for the many courtesies shown to them while here.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

The appointment of G. E. Hall (vide folio 2) was amended to Professor of Medical Research and also in charge of Administration of the Department from 1 July, 1939.

The following for the Session 1939-40

Athletics & Physical Training - Men:

H. Phillips	- part-time Instructor (also Night Supervisor @ \$600., to be paid from the funds of the Athletic Association) 5 mos.	\$ 400
Locker Attendants:		
C. Carruthers	- 15 September, 1939, to 15 May, 1940	800
J. R. Rimmer	- 26 September, 1939, to 15 May, 1940 (also Attendant at Night Classes @ \$264., to be paid from the funds of the Athletic Association) \$15 per week	
A. E. Jordan	- 2 October, 1939, to 20 April, 1940 (also Attendant at Night Classes @ \$145., to be paid from the funds of the Athletic Association) 15 " "	
M. R. Depew	- 16 October, 1939, to 23 March, 1940 - to be paid from the funds of the Athletic Association @ \$15 per week	

Faculty of Arts:

Chemistry:

D. M. Burpee	- Assistant (vice M. M. Petchet resigned)	\$ 724
G. Wood	- Laboratory Attendant, from 27th September	\$10 per week

Biology:

Demonstrators:

C. W. J. Armstrong	- \$900	Miss V. E. Engelbert	\$ 900
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Assistants:

Miss R. D. C. Martin	- 500	K. Graham	450
W. A. Kennedy	- 400	S. J. Hart	300
W. M. Sprules	- 300	D. G. Wilder	300
Miss D. Kirk	- 100		



Appoint-  
mentsFaculty of Arts (Cont'd):

The appointment of Miss G. L. Turnbull as Secretarial Assistant in the Department of Political Economy (vide folio 52) was amended by making the remuneration for the month from 15 September to 15 October, 1939

\$80

Faculty of Medicine:Surgery & Clinical Surgery:

Miss T. W. MacLaren - Secretary in the Department - also to the Dean, the salary remaining unchanged

Hygiene & Preventive Medicine:

J. W. Fisher - Demonstrator

800

Faculty of Applied Science:Electrical Engineering:Demonstrators:

E. A. Ricker - \$1,200

J. O. Reeve 1,000

R. G. Anthes - 1,100

C. H. Vatcher 1,000

Part-time Demonstrators:

W. E. White - 500

V. W. Bethel 500

Mining Engineering:Demonstrators:

I. L. Jennings - 1,200

M. McMurray 1,200

Chemical Engineering:

Demonstrators (on monthly basis from 1 October, 1939):

L. E. Horembala - 1,000

G. L. Case 500

K. W. Malcolmson - 500

Metallurgical Engineering:

Miss E. Singleton - Stenographer from 15 Sept., 1939

300

Secretary's Office:

Miss E. Singleton - do.

36

School of Nursing:

Miss N. K. C. Kenney - Residence Nurse from 1 September, 1939, to 30 June, 1940

\$85 per mo  
with main-  
tenance

Department of Social Science:

Stuart K. Jaffary - Visiting Professor for 4 months from 1 February, 1940

\$500 per mo

Special Research:Biology:Research Assistants:

Miss A.M. Ironside - \$600

R. T. Matheson 35

C. J. Kerswill - 450

G. S. Swain 30

H. B. Wressell - 450

Miss D. Kirk 10

Miss G. Workman - 400

Medical Research - Banting:

J. A. Kitching - Research Associate from 15 September, 1939, to 30 June, 1930

\$150 per mo

Research Assistants (part time):

F. L. Lawson } from 1 Oct., 1939, to 30 June, 1940 50 " "

D. W. Loughheed } 50 " "

W. Matravers - Assistant in Animal Quarters from 1 Oct., 1939, to 30 June, 1940 50 " "

The following were appointed from the Royal College of Dental Surgeons as representatives on the Council of the Faculty of Dentistry for the Session 1939-40:-

G. Harold Campbell, D.D.S., Orangeville, Ontario

L. D. Hogan, D.D.S., 1969 Wyandotte Street, Walkerville, Ontario

H. W. Reid, D.D.S., 195 Yonge Street, Toronto

Approval  
of cer-  
tain  
appoint-  
ments  
deferred

The President presented certain other recommendations for appointments in the Department of Political Economy and in the Faculty of Dentistry, approval of which was deferred pending re-adjustments in the salaries appropriations already provided for in these departments.



Resigna-  
tion of  
Miss Jean  
Horrell

The resignation of Miss Jean Horrell as Secretary in the Department of Political Economy was accepted, effective 15th October, 1939.

Leaves of  
absence  
re War  
Service

Leaves of absence on account of war service were granted as follows:-

To Professor F. M. Lott, Professor of Prosthetic Dentistry, from September 2nd, 1939, for the duration of the war, and possibly for a subsequent short period, in connection with his appointment as Chief Dental Officer of the Canadian Dental Corps with the rank of Lieutenant-Colonel.

To Dr. Cecil A. Rae, Senior Demonstrator in the Department of Oto-Laryngology, during active service with No. 15 Canadian General Hospital.

Leave of  
absence  
to Dr.  
Edith  
Gordon

Upon the recommendation of the President leave of absence on full salary on account of illness was granted to Dr. Edith H. Gordon, Medical Adviser for Women Students, until 1st January, 1940, and the President was authorized to make the necessary appointment to provide for the carrying on of Dr. Gordon's duties during her absence.

Amend-  
ments to  
Estimates

There was granted a transfer of \$1,000 from the balance of the salary of Professor E. G. R. Ardagh to the vote for "Demonstrators and Assistants" in the Department of Chemical Engineering in order to provide for the appointment of the demonstrators in that department as listed above.

Grant of  
\$6,000  
for Civil  
Aviation

The following communications and matters were reported:-  
From Hon. C. D. Howe, Minister of Transport, the Dominion Government's cheque for \$6,000 for the Course in Civil Aviation in the Department of University Extension and Publicity for the year 1939-40.

Exemption  
of Univer-  
sity from  
U.S. non-  
resident  
alien in-  
come tax

The Board were pleased to learn that a letter had been received from the Treasury Department at Washington stating that in view of representations made by the Bursar the University of Toronto was entitled to exemption from the Federal non-resident alien income tax on income of trust funds payable to the University.



Other communications were presented and dealt with as

follows:-

Request  
from ten-  
ant of  
Starr  
Farm to  
rebuild  
house

From D. H. Campbell, the tenant of the Starr Farm owned by the University in the Township of Caradoc, stating that he was desirous of returning to live on the farm and renewing his request to the Board to rebuild the house which had been destroyed by fire, and to grant him an extension of his present lease. The Secretary was instructed to ascertain from Mr. Campbell what type of building would be satisfactory for his accommodation and what the approximate cost of erecting the same would be. The matter was then referred to the Property Committee for consideration and report.

Bursary  
award to  
Miss M.  
B. Ellis

From Dean Brett requesting that a bursary award of \$113 be granted to Miss M. B. Ellis as a candidate in the School of Graduate Studies for the degree of Doctor of Philosophy. Upon the President's recommendation this award was approved.

Annual  
report of  
Toronto  
Conservatory of  
Music

From the Secretary-Treasurer of the Toronto Conservatory of Music transmitting the audited financial statement of the Conservatory for the year ending 30th June, 1939. Consideration of this report was deferred until the next meeting of the Board.

Annual  
meeting  
of Toronto  
Conservatory of  
Music and  
election  
of Govern-  
ors

The Chairman reported that he had been in receipt of a notification from the Toronto Conservatory of Music to the effect that the Annual General Meeting of the Conservatory Board would be held on Friday, September 29th, 1939, at 5 p. m. The Chairman was requested to attend the meeting and cast a vote for the election of the Governors of the Conservatory for the ensuing year as follows:-

Colonel F. H. Deacon  
Mr. Floyd S. Chalmers  
Colonel R. Y. Eaton  
Colonel H. L. Edmonds  
Honourable Vincent Massey  
Mr. C. F. W. Burns

Mr. F. R. MacKelcan, K.C.  
Mr. T. E. McDonnell  
Sir Ernest MacMillan  
Mr. H. H. Bishop  
Mr. W. H. Plant  
Mr. Dana H. Porter

Appoint-  
ment of Mr.  
C.F.W. Burns  
to Finance  
Committee,  
Hart House

Upon the recommendation of the Chairman Mr. C. F. W. Burns was appointed a member of the Finance Committee of Hart House.

Hart House  
Union  
Debates

The Board considered the question of student activities during the period of the war and decided that in view of the regulations in force in connection with censorship it would be extremely unwise to carry on the Hart House Union Debates and that for the present they should be discontinued.



Exemption  
from fees  
for group  
of English  
school  
girls

Owing to the fact that there are a number of English school girls detained in Canada due to war conditions who it is anticipated will be attending the University, upon the recommendation of the President the Board approved of a remission of the tuition and library fees for the Michaelmas Term 1939-40 to the following students in Major Ney's party who are included in the above-mentioned group and whose names were asterisked in the list submitted by the President:-

<u>Name</u>	<u>Faculty or Course</u>
Anderson, Vera	- I Medicine
Biesterfield, Joyce Eleanor	- I Household Science
Brindle, Elizabeth	- (V) Social and Philosophical Studies
Brown, Marjorie	- (T) Pass
Chapman, Mary Elspeth	- Pass
Dale, Adeline Mary	- (C) Mathematics and Physics
Davis, Joan Wentworth	- (V) Pass
Heron, Nancy	- I Medicine
Hopkins, Freda	- (T) Science
Houseman, Cecily	- (T) Science
Hunter, Dorothy Audrey	- (V) Mathematics and Physics
Middleton, Anne Kennedy	- (C) Pass and Physical Education
Mills, Beryl Lonsdale	- (C) English Language and Literature
Rose, Phyllis	- (C) Occasional - Biol. 1c, Eng. 1a, 1b, Fr. 1a, Geog. 1a
Samson, Helen	- I Medicine
Taylor, Jean Dunston	- II Architecture
Turton, Mary	- (T) Pass
Wadsworth, Edith Pauline	- (T) Pass

Increase  
of amount  
of free  
tuition re  
National  
Research  
Council  
scholar-  
ships

Regarding the free tuition of \$100 granted by the Board in February last to the holders of the post-graduate scholarships to be awarded by the National Research Council for 1939-40, approval was given to the President's recommendation that this amount be increased to \$125 in view of the fact that the tuition fees in the School of Graduate Studies had been increased accordingly.

The meeting adjourned at 5:35 p.m.

*Indefinite  
m.B.*

Minutes confirmed

647125/939

*[Signature]*

Chairman







Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, October 12th, 1939, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	The President
Dr. Gibson	Mr. Osler
Mr. Burns	Hon. Dr. Bruce
Hon. Dr. Ferguson	Dr. Anderson
Mr. Neilly	Chief Justice Rose

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that the following members were unable to attend owing to illness or absence from the City:-

The Vice-Chairman	Mr. McDonnell
Mr. Rogers	Mr. Ross
Mr. McCarthy	Hon. Dr. Kelly

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

Annual  
report of  
Toronto  
Conservatory of  
Music

The auditor's report and financial statement of the Toronto Conservatory of Music for the year ending 30th June, 1939, consideration of which was deferred from the last meeting, was approved.

Liabilities incurred by  
Dr. Edith Gordon

In connection with the illness of Dr. Edith Gordon the President reported that several liabilities had been incurred by her, and authority was given for the payment, without prejudice, of certain small accounts in this matter, when properly certified by the President, to the extent of \$200, this amount to be charged to "Contingencies".

Letter of appreciation from  
National Research Council

There was read a letter from Major-General A. G. L. McNaughton, President of the National Research Council, expressing his appreciation of the laudable action of the Board in allowing an increase in the exemption from tuition fees to the holders of their scholarships, and stating that he was certain this decision would receive the commendation of the Council when it was reported to them at their next meeting.



Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

The following to be effective from 1 July, 1939

## To be Associate Professors:

E. A. Smith	)	Department of	@ \$3,400 per ann.
R. R. McLaughlin	)	Chemical Engineering	@ 3,375 " "
Miss Mona A. Brett	-	Stenographer, Department of University Extension & Publicity from 1 October, 1939	@ 800 " "

The following for the Session 1939-40Health Service - Women:

Dr. Jean F. Davey - Acting Medical Adviser for Women,  
3 months from 1 October, 1939 \$200 per mo.

Faculty of Arts:Physics:

J. V. Rigbey - Assistant Demonstrator (vice R. W. Rae resigned) \$525

Geophysics:

N. B. Keevil	- Research Associate	\$3,000
J. M. Trott	)	750
R. F. Errington	) Fellows	750
A. R. Clark	- Assistant	750

Botany:

M. W. Bannan - Senior Demonstrator 600

Class Assistants:

A. R. Gopal-ayengar	\$500	Miss V. Facey	400
B. B. Hillary	500	H. M. Harrison	400
W. R. Watson	500	C. D. McKeen	400
C. N. Haldenby	450	D. C. McPherson	400
G. W. Hope	450	N. W. Radforth	400
L. T. Richardson	450	Miss D. W. Kirk	300
R. J. Baylis	400	Miss G. S. Taylor	250

History:

R. G. Riddell - Tutor and Lecturer without salary  
R. P. Ray - Reader 250

Political Economy:

Ivan Wright - Visiting Professor 4,000  
J. E. L. Graham - Assistant 1,000  
Miss A. B. Holderman - Assistant in Sociology 300  
Miss G. L. Turnbull - Secretarial Assistant for 8 mos. from 15 October, 1939 (super-seding previous appointment - vide folios 52 and 68)

Psychology:Special Lecturers:

K. H. Rogers	)	Additional	200
J. D. M. Griffin	)		100
D. C. Williams	-	Class Assistant	300

Readers:

Miss P. Duff 200  
E. Signori (vice Mrs. G. H. Turner resigned) 200



Appoint-  
ments  
(Cont'd)

### Faculty of Medicine:

#### Pathology & Bacteriology:

L. B. Jackes - Demonstrator \$100

#### Physiology:

Ian Maclachlan - Research Assistant without salary

### Faculty of Applied Science:

#### Electrical Engineering:

D. N. Cass Beggs - Lecturer \$2,400

H. A. Courtice - Demonstrator (vice C. W. Galbraith resigned) 1,000

N. D. Lindsay - Student Demonstrator 150

#### Mechanical Engineering:

J. A. Norman - Demonstrator in Thermodynamics 1,000

J. M. A. Crowe - " " Hydraulics 1,000

#### Civil Engineering: Surveying & Geodesy:

M. W. Howe - Demonstrator for the Michaelmas Term 400

#### Mining Engineering:

D. H. McLaren - Demonstrator 1,200

#### Laboratory Attendants:

Miss M. Tully - 38 weeks from 27 September, 1939 \$20 per wk.

H. Chappell ) 30 weeks from 25 September, 1939 15 " "

C. Rickard ) 15 " "

#### Chemical Engineering:

R. M. Munro - Demonstrator (part time - on monthly basis from 9 October, 1939 vice K. W. Malcolmson resigned) 500

#### Engineering Drawing:

##### Instructors:

R. M. Clark 1,600

G. R. Edwards 1,600

J. M. Carswell 1,500

##### Demonstrators:

D. P. Scott - \$1,100 A. C. Davidson 1,000

F. W. Philpot - 1,000 C. E. Lingren (part time) 600

### Faculty of Dentistry:

#### Demonstrators in Dentistry:

A. M. Hord 675 J. G. Perkin 578

T. N. Scott 563

Miss E. Hodge - Secretarial Assistant from 1 October, 1939, to 30 June, 1940 (cancelling previous appointment - vide folio 52) 750

### School of Nursing:

#### Special Lecturers in Medicine:

J. H. Elliott - \$40 Gordon Bates 20

#### Lecturers:

C. E. Phillips - Development of Modern Educational Thought 200

Alan Brown - Paediatrics 160

Trevor Owen - Medicine 115

W. K. Welsh - Surgery 115

H. B. Van Wyck - Obstetrics 100

J. T. Phair - Child Hygiene 40

Beverley Hannah - Special Lecturer in Medicine and Lecturer in Communicable Disease 190

Miss D. Jeffrey - Special Instructor in Nursing 180

### University Extension & Publicity:

#### Course in Physiotherapy:

W. J. Gardiner - Instructor in Therapeutics and Use of Machines and Supervisor of the Course 500

Miss R. Shilton - Chief Instructor 1,800

Mrs. F.E. Woodcock - Instructor in Massage 1,200

Miss M. L. Frank - Instructor 1,000

Miss E. Britton - Instructor in Physiotherapy and Anatomy 600

#### Course in Occupational Therapy:

Miss H.P. LeVesconte - Chief Instructor and Supervisor of the Course 500

Miss E.B. MacGregor - Instructor 1,000

Miss A. Gibson - Instructor 850



Appoint-  
ments  
(Cont'd)

Ontario College of Education:

A. J. Bohnen - Research Assistant

500

Special Research:

Biology:

H. M. Rogers - Research Assistant (vice H. B. Wressell resigned) 450

Botany:

D. H. Hamly	)	400
B. B. Hillary	)	300
M. W. Bannan	)	200
N. W. Radforth	)	100

Medical Research - Best:

J. W. Magladery - Research Associate in Physiology for 8 months \$90 per mo.

The appointment of F. J. Tobin as Class Assistant in the Department of Psychology (vide folio 38) was amended by making the remuneration (vice G. W. FitzGerald resigned) \$500

Owing to F. M. Lott and C. C. Rous being granted leave of absence for war service, increased duties were assumed by other members of the staff in the Faculty of Dentistry and their appointments were amended as follows:-

I. H. Ante	- Professor, Crown & Bridge Prosthesis	630
R. G. Ellis	) Associate Professors in Dentistry	4,100
R. J. Godfrey	)	4,000
F. L. Cole	) Associates in Dentistry	750
J. H. Duff	)	1,260
J. M. Sheldon	)	836
Miss F. M. Ward	- Assistant to the Secretary	1,400

The following having been recommended to sit as representatives on the Councils of the faculties named for the Session 1939-40, it was moved by Hon. Dr. Bruce that the lists be taken as read and the appointments made:-

On the Council of the Faculty of Arts:

From the Faculty of Medicine:

Professors D. T. Fraser	N. B. Taylor
H. Wasteneys	E. T. Waters
J. C. Watt	A. M. Wynne

From the Faculty of Applied Science:

Professors J. R. Cockburn	T. R. Loudon
W. M. Treadgold	W. J. T. Wright
C. R. Young	

From the Faculty of Household Science:

Professors J. B. Brodie	C. C. Benson
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From the Faculty of Forestry:

Professor R. C. Hosie

On the Council of the Faculty of Medicine:

From the Faculty of Arts:

Professors E. M. Walker	)	
W. H. T. Baillie	)	Biology
F. B. Kenrick	)	
W. H. Martin	)	Chemistry
E. F. Burton	)	
D. S. Ainslie	)	Physics
E. A. Bott	-	Psychology
F. C. A. Jeanneret	-	French
R. S. Knox	-	English
R. Flenley	-	History
C. W. M. Hart	-	Anthropology



Appoint-  
ments  
(Cont'd)

On the Council of the Faculty of Applied Science:

From the Faculty of Arts:

Professors	S. Beatty	)	
	I. R. Pounder	)	Mathematics
	D. A. F. Robinson	)	
	F. B. Kenrick	)	
	L. J. Rogers	)	Chemistry
	J. T. Burt-Gerrans	)	
	E. S. Moore	)	
	A. MacLean	)	Geology
	G. B. Langford	)	
	A. L. Parsons	)	
	J. Ellis Thomson	)	Mineralogy
	M. A. Peacock	)	
	E. F. Burton	)	
	L. Gilchrist	)	Physics
	J. Satterly	)	

On the Council of the Faculty of Dentistry:

From the Faculty of Arts:

Professors	W. H. T. Baillie	-	Biology
	E. F. Burton	-	Physics
	F. B. Kenrick	-	Chemistry
	E. J. Pratt	-	English

From the Faculty of Medicine:

Professors	Duncan Graham	-	Medicine
	V. E. Henderson	-	Pharmacy & Pharmacology
	W. H. Piersol	-	Anatomy
	N. B. Taylor	-	Physiology
	H. Wasteneys	-	Bio-Chemistry
	J. C. Watt	-	Anatomy

From the Faculty of Applied Science:

	W. J. T. Wright	-	Engineering Drawing
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On the Council of the Faculty of Forestry:

From other faculties:

Professors	E. F. Burton	
	E. S. Moore	
	W. M. Treadgold	

Leaves of  
absence

Leaves of absence were granted as follows:-

To Mr. C. C. Rous, Secretary of the Faculty of Dentistry, from October 2nd, 1939, for the duration of the war, in connection with his appointment in the Canadian Dental Corps with the rank of Major.

To Miss A. W. Patterson a postponement to 1st July, 1940, of the year's leave with pay granted to her and which was to take effect on 1st November, 1939.

To Miss M. Lavell, a clerk in the Registrar's Office, sick leave with pay from September 11th, 1939, to the end of the Michaelmas Term.

Amend-  
ments to  
Estimates

Additional appropriations and transfers in funds were authorized as follows:-

Additional appropriations:

Health Service - Women:

To provide for the salary of Dr. Jean F. Davey (vide folio 74) \$600

University Extension and Publicity:

"Course in Occupational Therapy"	\$2,000
"Course in Physiotherapy"	2,000

Amend-  
ments to  
Estimates  
(Cont'd)

Transfers:

Political Economy:

From "Assistance"

To "Class Assistant in Sociology"

\$200

Chemical Engineering:

From "Demonstrators"

To the salary of Professor R.R. McLaughlin (vide folio 74)

275

Course in  
Aerial  
Navigation

Upon the recommendation of the President approval was given for the setting up of an appropriation of \$9,000 for the Course in Aerial Navigation this Session in the Department of University Extension and Publicity, this sum to include the \$6,000 recently received from the Dominion Government for this course. Approval was also given to the payment of \$1,900 out of this fund to Mr. R. B. McIntyre as Lecturer in Applied Mechanics (vide folio 16) and of \$250 to Dr. John Patterson of the Meteorological Bureau (vide folio 25) for the work he did last Session in this course. In this connection the President reported that Mr. Dunlop had stated that a further grant of \$9,000 had been promised by the Minister of Transport, which would probably be received next Summer.

Payments  
from  
McLennan  
Fund in  
Physics

Also upon the recommendation of the President authority was given for the purchase of a piece of optical apparatus for the Department of Physics at a cost of \$750; and for the payment of \$100 each to the following members of the staff of that department for research work during 1939-40; all of these amounts to be charged to the McLennan Fund-

Professors H. J. C. Ireton  
C. Barnes  
M. F. Crawford  
J. O. Wilhelm  
Mr. W. A. Ladd

Research  
work in  
Geophysics  
and dona-  
tions for  
same

The President presented the following letter from Professor Burton outlining the progress made in the Department of Physics in connection with research work in Geophysics:-

"The Hon. Dr. H. J. Cody,  
President,  
University of Toronto.

Dear Mr. President:

I am enclosing herewith a Memorandum of contributions which have been promised for geophysical work for the current year. I am making recommendations as to appointments to be made under this head. It occurred to me that you would like to have a short statement as to the growth of the work in Geophysics in the Department of Physics.

Dr. Gilchrist began the work about ten years ago, and with the help of Professor McLennan a donation of \$4,365 was received for the purchase of apparatus from the Provincial Government



Research  
work in  
Geophysics  
(Cont'd)

while the Hon. Mr. McCrea was Minister of Mines. Special Field Work was carried out by Dr. Gilchrist for both the Dominion and Provincial Governments about that time. As you know in the work that we have done for private companies there is always an element of research, in trying out new ideas, and we do not work in competition with commercial geophysical companies.

In 1936 Dr. A. Brant (B.A., Toronto, 1932) returned from Berlin, after taking his Doctor's degree in the Geophysical Institute at the University of Berlin. He has given a great impetus to the work in Geophysics. In the recent past we have had the following contributions to this work; among others, \$1,600 from Mr. T. Lindsley, of Ventures, Limited, and \$1,000 from Mr. J. Y. Murdoch of Noranda Company. Dr. Brant made a great success of his work last winter at Steep Rock Lake, which accounts for the contributions to be made during the current year by Mr. Errington and Mr. Lundberg. In addition to this the relations between the Department of Physics and the Ontario Department of Mines have been strengthened; for the first time the Department of Mines has made one of its summer parties a distinctly Geophysics party, led by Dr. Brant, who was assisted in this work by two of our Ph.D. students in Geophysics, Mr. A. R. Clark and Mr. J. W. M. Britton.

#### Contributions, 1939-40:

I. Mr. Joseph Errington will pay the Bursar \$3,000 on November 15th, 1939, from which amount I should like to pay the salaries of Dr. A. Brant and Mr. A. R. Clark.

In addition to the above Mr. Errington will pay approximately \$1,000 for a new gravity balance for the Department of Physics. Arrangements are under way to send Dr. Brant and a party up to Steep Rock Lake during January and February to carry out further work while the ice is on the lake. Mr. Errington will supply funds for this work also.

II. Mr. Hans Lundberg, whose company is a commercial geophysical company, will pay the Bursar \$450 a month for 10 months, beginning October 15th, 1939, for the support of geophysical research and to enable some of our students to continue in geophysics as graduate work. From this amount I am arranging for the payment of Dr. N. B. Keevil, J. M. Trott and R. F. Errington.

In addition to this Mr. Lundberg will continue payment for Dr. Keevil indefinitely beyond the 10 months, and will contribute, as required, an amount up to \$600 for the expenses of the research to be undertaken by Dr. Keevil.

I recommend that these amounts be credited to the McLennan Fund and that authorization be given to pay out the salaries and expenses as recommended.

I am expecting throughout the year to have other donations, chiefly for apparatus and expenses, for projects being carried out this year, and I recommend that the Bursar be empowered to issue orders on these amounts as they come in.

Yours sincerely,

(Sgd) E. F. Burton

October 10th, 1939.

The Board was very pleased and interested to learn of the progress being made along these lines, and the Secretary was instructed to convey to Messrs. Errington and Lundberg the cordial thanks of the Governors for their generous donations towards the support of this work, which are to be credited to the McLennan Fund. The Bursar was authorized to honour requisitions on these amounts as and when they are received, and approval was given for the payment of salaries and expenses as recommended in Professor Burton's letter. In this connection the President reported the receipt through Professor Burton of two cheques from Mr. Errington, one for \$2,000 on account of salaries, and the other for \$1,025.50 for the purchase of apparatus.



follows:-

U.T.S.  
Cadet  
Corps  
Rifles

From the Headmaster of the University Schools, transmitting a new bond to the Minister of National Defence (replacing that previously given) covering the complete number of rifles stated to be now on hand for the Cadet Corps of the School, viz:

199 Rifles, Ross .303 DP. valued @ \$7.00 each  
5 Rifles, BSA. No.8 " " 30.00 "

The Chairman and the Bursar were authorized to execute this on behalf of the Board.

Payment  
to Art  
Gallery  
of  
Toronto  
from  
budget  
of College  
of Educa-  
tion

From Dean Althouse recommending, with the support of the Minister of Education, that from the appropriation of \$10,000 for "Special for Instructional Purposes" in the current budget of the Ontario College of Education there be paid to the Art Gallery of Toronto the sum of \$4,000 in consideration of practice-teaching privileges for the students of the College at the Art Centre and the Art Gallery. Upon the recommendation of the President approval was given for the payment of this amount.

Credit to  
"Grounds"  
account of  
amount re-  
ceived re  
greenhouses,  
78 Queen's  
Park

From the Superintendent requesting that the sum of \$100 received from L. Chettle for the demolition of the greenhouses at No. 78 Queen's Park be credited to "Grounds" account to cover certain expenditures incidental to the demolition, to which the Board gave approval.

Payment  
to J.  
Coules,  
Univer-  
sity  
Press

From the Manager of the University Press reporting the termination of the three-month period to 30th September, 1939, of the payments on the Press pay list, totalling \$300, to J. Coules, formerly a copyholder at the Press, which had been approved by the Printing and Publications Committee.

Annual  
report of  
Hart  
House

The Chairman of the Board as Acting Chairman of the Standing Committee on Hart House presented the auditor's report and balance sheet for the year ending 30th June, 1939, which was approved.

Agree-  
ment re  
Janet  
Colquhoun  
Estate

In connection with the bequest of the late Janet Colquhoun, in which the University of Toronto was named as a residuary legatee, the Will providing for an annuity to Miss Evalyn Dundas, the Board confirmed the action of the Chairman and the Bursar in signing on September 20th, in view of the illness of Mr. Gordon Waldron, K.C., the Executor, who died on October 4th, an agreement made between Gordon Waldron, Evalyn Dundas, the University of Toronto, the National Sanitarium Association, and the Chartered Trust & Executor Company, covering the transfer by Mr. Waldron to the Chartered Trust Company of the administration of the Estate.



Payment of  
Architects'  
fees re  
proposed  
Women's  
Gymnasium

With regard to the proposed Women's Gymnasium authority was given on 8th December, 1927, for the payment of \$500 to Mathers & Haldenby, Architects, for sketch plans in connection with the same, and a further amount of \$100 was authorized, and the total of \$600 was paid on 22nd March, 1928. Upon the recommendation of the Superintendent the Board approved of the payment now to Mathers & Haldenby of an additional \$2,200 for fees in preparing plans in accordance with their account of October 6th as follows, the \$2,200 to be paid from the Massey Foundation repayment, the funds of which were to provide for the construction of this building:-

Fees to date in connection with the preparation of plans for this building - on completion of sketch plans, 1% of the estimated cost of \$280,000	\$2,800
Fees already paid .....	600
	<u>\$2,200</u>

Authority  
to in-  
vest funds

The Bursar reported that there would be available for investment on 15th October approximately \$400,000., which included about \$300,000 Dominion of Canada 4% Bonds maturing on that date.

Upon motion of Mr. Osler,

Seconded by Mr. Neilly,

It was resolved,

That the Chairman of the Finance Committee and the Bursar be authorized to invest approximately Four Hundred Thousand Dollars (\$400,000) in Dominion of Canada or Province of Ontario Bonds, or guaranteed issues, preferably of from 10 to 15 year maturities, with an approximate yield of  $3\frac{1}{2}\%$ .

Investment  
of funds  
of the  
Connaught  
Labora-  
tories

Mr. Neilly informed the Board that there were at the present time funds available for investment by the Connaught Laboratories, and pending the transfer of the Laboratories' finances to the Board -

It was moved by Mr. Neilly,

Seconded by Hon. Dr. Bruce,

And Resolved,

That the Connaught Laboratories be given authority to invest the funds now available, in securities subject to the approval of the Chairman of the Finance Committee, Mr. F. Gordon Osler.

Relation-  
ship of  
Connaught  
Labora-  
tories to  
the Univer-  
sity

Upon the suggestion of Mr. Neilly the Bursar was in-  
structed to request the University Solicitor to proceed with the  
necessary material regarding the relationship of the Connaught Labor-  
atories to the University.

Current  
Expenditure

The Bursar presented his statement, certified by the  
Auditor, of the expenditure made by him from the Accountable Warrant  
authorized on 14th September, 1939, and the same was laid on the table.  
Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount re-  
quired to defray Current Expenditure for the balance of the month of  
October and the first part of November. Ordered that an Accountable  
Warrant for Two Hundred and Seventy-five Thousand Dollars (\$275,000)  
be issued to the Bursar.

Standing  
Committees  
for  
1939-40

Upon motion of Hon. Dr. Ferguson, seconded by Mr. Neilly  
the Standing Committees of the Board were constituted as follows for 1939-40

1. FINANCE COMMITTEE: (12 members)
 

The Chairman	)	Hon. G. Howard Ferguson
The Vice-Chairman	)	Hon. H. T. Kelly
The Chancellor	) ex officio	Mr. McCarthy
The President	)	Mr. McCullagh
		Mr. McDonnell
		Mr. Osler (Chairman)
		Mr. Ross
		Dr. Rundle
2. PROPERTY COMMITTEE: (12 members)
 

The Chairman	)	Dr. Anderson
The Vice-Chairman	)	Hon. Dr. Bruce
The Chancellor	) ex officio	Mr. Burns
The President	)	Dr. Gibson (Chairman)
		Mr. McCulloch
		Mr. Neilly
		Chief Justice Rose
		Mr. Young
3. EDUCATION COMMITTEE: (12 members)
 

The Chairman	)	Dr. Anderson
The Vice-Chairman	)	Hon. G. Howard Ferguson
The Chancellor	) ex officio	Hon. Vincent Massey
The President	)	Mr. Rogers
		Mr. Young
		(3 vacancies)
4. COMMITTEE ON HOSPITAL RELATIONS GENERALLY: (6 members)
 

The Chairman	)	Dr. Anderson
The Vice-Chairman	)	Hon. Dr. Bruce
The Chancellor	) ex officio	
The President	)	
5. JOINT COMMITTEE ON HOSPITAL APPOINTMENTS IN TORONTO GENERAL HOSPITAL:  
UNIVERSITY MEMBERS: (4)
 

The Chairman
The President
Dr. Anderson
Hon. Dr. Bruce



6. COMMITTEE ON RETIREMENT OF PROFESSORS: (3 members)  
The Chairman  
The President  
Chairman of the Finance Committee
7. COMMITTEE ON UNIVERSITY COLLEGE MATTERS:  
The Chairman ) Hon. G. Howard Ferguson  
The Vice-Chairman ) Dr. Gibson  
The Chancellor ) ex officio Mr. McCulloch  
The President ) Chief Justice Rose  
Mr. Young  
The Chairman of the Board to be Chairman and Convener)
8. COMMITTEE RE HART HOUSE:  
Dr. D. Bruce Macdonald (Chairman)  
The President  
Mr. Burns (Vice-Chairman)  
Dr. Anderson  
Hon. G. Howard Ferguson  
Hon. Vincent Massey  
Mr. Osler  
Dr. Russell  
Mr. Ross
9. CONNAUGHT LABORATORIES COMMITTEE:  
The President  
Hon. Dr. Bruce  
Mr. Neilly (Chairman)  
Mr. Osler  
Dr. Russell
10. INSULIN COMMITTEE:  
Dr. Russell (Chairman) (Advisory Committee:)  
The President (Vice-Chairman)  
Hon. G. Howard Ferguson Sir Frederick Banting  
Mr. Neilly Dr. C. H. Best  
Mr. Osler Dr. R. D. Defries  
Dr. J. G. FitzGerald  
Dr. Duncan Graham  
F. Lorne Hutchison
11. COMMITTEE RE STUDENTS' ADMINISTRATIVE COUNCIL MATTERS:  
The Chairman (Staff Representatives:)  
The President (Convener)  
Dr. Russell Dean Beatty  
Dr. Gibson W. J. Dunlop  
Mr. Young

The meeting adjourned at 5:40 p.m.

Minutes confirmed

Oct 26 1939

*Dr. Russell Macdonald*  
Chairman

*Indexed  
M.B.*





Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, October 26th, 1939, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)  
The President  
Dr. Gibson  
Mr. Burns  
Mr. Morrow  
Mr. Osler  
Hon. Dr. Kelly

The Chancellor  
Mr. Young  
Hon. Dr. Ferguson  
Mr. Neilly  
Mr. Ross  
Hon. Dr. Bruce  
Dr. Anderson

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that the following members were unable to attend owing to illness or absence from the City:-

Dr. Russell  
Mr. McDonnell  
Mr. McCarthy

The minutes of the last meeting were read and confirmed.

Order-in-Council re appointment of Mr. F. K. Morrow

There was read an Order-in-Council dated 20th October, 1939, appointing Frederick Keenan Morrow, Esquire, a member of the Board to fill the vacancy caused by the resignation of the Honourable Newton Wesley Rowell, K.C., LL.D., for the remainder of the term for which he was appointed, namely, until June 20th, 1943.

In welcoming Mr. Morrow the Chairman expressed the Board's appreciation of the interest which Mr. Morrow has always taken in University affairs, and the members were very pleased at his appointment.

Arising out of the minutes the following matters were reported:-

Investments

In accordance with the authority given by the Board for the Chairman of the Finance Committee and the Bursar to invest approximately \$400,000., the Bursar reported that the following securities had been purchased:-

\$100,000 Dominion of Canada 3½% Bonds, due 15th October, 1944/49,  
@ 100 5/8 to yield 3.35%

50,000 Dominion of Canada 3% Bonds, due 1st June, 1950/55,  
@ 94 to yield 3.49%

Invest-  
ments  
(Cont'd)

\$ 50,000	Canadian National Railway (Guaranteed by Dominion of Canada) 3% Bonds, due 15th February, 1948/53 @ 94-1/8 to yield 3.55%
50,000	Canadian National Railway (Guaranteed by Dominion of Canada) 3% Bonds, due 15th December, 1950 @ 95 to yield 3.53%
50,000	Province of Ontario 3% Bonds, due 1st November, 1947/50 @ 95.50 to yield 3.50%
25,000	Province of Ontario 3% Bonds, due 1st November, 1947/50 @ 95-7/8 to yield 3.45%
75,000	Province of Ontario 3% Bonds, due 1st June, 1952/54 @ 94 $\frac{1}{4}$ to yield 3.50%
15,000	Province of Ontario 3% Bonds, due 1st June, 1952/54 @ 94-5/8 to yield 3.47%
10,000	Province of Ontario 3% Bonds, due 15th January, 1954 @ 94 to yield 3.53%
<u>\$425,000</u>	

Invest-  
ments by  
Connaught  
Labora-  
tories

Also in accordance with authority given there was reported the purchase by the Connaught Laboratories of the following securities from funds available:-

\$ 10,000	Dominion of Canada 3 $\frac{1}{4}$ % Bonds, due 15th November, 1948/51 @ 99.25 to yield 3.33%
15,000	Dominion of Canada 4% Bonds, due 15th October, 1947/52 @ 104.25 to yield 3.39%
10,000	Dominion of Canada 3% Bonds, due 1st June, 1950/55 @ 95.75 to yield 3.34%
15,000	Canadian National Railway (Guaranteed by Dominion of Canada) 3% Bonds, due 1st February 1948/52 @ 96.25 to yield 3.37%
25,000	Province of Ontario 3% Bonds, due 1st December, 1951, @ 96 to yield 3.41%
25,000	Hydro-Electric Power Commission of Ontario (Guaranteed by Province of Ontario) 3 $\frac{1}{4}$ % Bonds, due 1st February, 1950/53 @ 98.50 to yield 3.39%
<u>\$100,000</u>	

Liabili-  
ties in-  
curred  
by Dr.  
Edith  
Gordon

There was presented a letter from Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, submitting for payment a list of accounts incurred by Dr. Edith Gordon, totalling approximately \$300. As the amount voted for this purpose at the last meeting was only \$200 authority was given for an additional sum of \$100. to be charged to "Contingencies".

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-



Appoint- ments	Stuart K. Jaffary	- to be Associate Professor, Department of Social Science, from 1 February, 1940	@ \$3,600 per ann.
	Miss E. H. McAndrew	- Assistant to the Registrar, University College, from 1 November, 1939, (vice Miss R. Gregory resigned)	@ \$1,050 per ann.

The following for the Session 1939-40

Faculty of Arts:

Biology:

Class Assistants for Fall Term, 1939:

Dr. E.D. Winchester	- \$125	Mrs. Isobel Radforth	\$75
Mrs. Margaret Haist	- 100	V. E. F. Solman	75
H. M. Rogers	- 100	Miss D. Kirk	50

Anthropology:

C. W. M. Hart	- Special Lecturer	without salary
Mrs. E. R. Long	- Class Assistant	\$250

Archaeology:

J. C. P. Chen	) Research Assistants,	without
J. M. Menzies	) Archaeology (Chinese)	salary

Faculty of Applied Science:

Chemical Engineering:

T. Storton	- Chief Laboratory Assistant from 1 November, 1939, to 30 June, 1940 (cancelling previous appointment - vide folio 51 - and vice F. Westhead, on leave of absence)	@ \$95 per month
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Special Research:

Research Assistants:

Biology:

A. M. Fallis	- for Michaelmas Term 1939 (vice R. T. Matheson resigned)	\$100
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Architecture:

J. F. Phillips	- for August, 1939	75
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Chemical Engineering:

L. J. Rubin	- 1 October, 1939, to 1 May, 1940	@ \$64 per month
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Mechanical Engineering:

W. A. Wallace	- 1 to 15 September, 1939	\$82.50
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Ontario College of Education:

N. Davies	- Lecturer in Methods in Agriculture	300
C. E. Phillips	- Instructor in Courses leading to degrees in Pedagogy	400

University Extension and Publicity:

Course in Aerial Navigation - Instructors:

T. R. Loudon	- Supervisor of the Course	500
E. L. Cousins	- Airport Layout	150
R. R. Grant	- Business Administration	150
M. J. Pollett	- Airline Procedure	150
Patrick Howard	- Link Trainer Instruction	1,000

An Engineering Mechanic

(name to be supplied) - Engine Work 150

P. J. Sandiford	- Physics	750
E. H. Dexter	- Physics	525
J. H. Fee	- Physics	525
Arnold Pitt	- Radio	250
J. M. Anderson	- Radio	300
R. Richmond	- Radio	300
J. W. Nelson	- Aviation	300
G. P. Beal	- Chemistry	200
John Patterson	- Meteorology	300
J. A. Houpert	- French	200
F. S. Hogg	- Astronomy	300

Course in Social Case Work:

Miss B.M. Finlayson	- Instructor	100
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Appoint-  
ments  
(Cont'd)

Authority was given for the establishment of a Short Course for Fire-fighters under the direction of the Department of University Extension. The fee was fixed at \$5.00 per student and approval was given to the appointments of the following as instructors for the Session 1939-40 at the stipends set opposite the respective names:-

J. W. Bain	- Two lectures	\$20
R. W. Angus	- " "	20
L. J. Rogers	- One lecture	10
Wills MacLachlan	- " "	10
W. J. Allen	- " "	10
H. Beardall	- " "	10

The following representatives from other Faculties were appointed to sit on the Council of the Faculty of Household Science for the Session 1939-40:-

Professors	N. H. C. Ford	- Biology
	J. G. Wright	- Botany
	W. S. Funnell	- Chemistry
	F. H. Fraser	- Hygiene
	H. J. C. Ireton	- Physics
	E. T. Waters	- Physiology

Leave of  
absence  
to Miss  
Van Allen  
and pay-  
ment of  
substi-  
tute

Leave of absence without salary was granted to Miss Blanche Van Allen of the staff of the Registrar's Office from 10th October, 1939 to 31st January, 1940, on account of the illness of her mother, and approval was given to the employment of Miss J. E. Woods as a substitute for Miss Van Allen at the rate of \$18 per week, to be paid fortnightly on requisition from the appropriation for Miss Van Allen's salary, the pension contributions of the latter being paid from the unexpended balance of this appropriation.

Amend-  
ment to  
Estimates

Authority was given for a transfer of \$160 from the salary appropriation for F. Westhead to that for T. Storton in the Department of Chemical Engineering to provide for the increase in salary to Storton (vide folio 87).

The following communications and matters were reported:-

Discontin-  
uance of  
United  
Synagogue  
Prize

From the Toronto Women's League of the United Synagogue stating that this organization has ceased to function in Toronto and that as a result there would be no more grants to the University of Toronto toward their annual Prize of \$50 for a student in Medicine.

Imperial  
Oil Fellow-  
ship

From the Imperial Oil Limited a cheque for \$500 to cover the Graduate Fellowship donated by that company for 1939-40.

Letter of  
thanks from  
48th High-  
landers

From Major E. W. Haldenby & Officer Commanding the 48th Highlanders of Canada, thanking the University for the privilege of drilling on the University grounds.



Canadian  
Institute  
of Inter-  
national  
Affairs

From the Canadian Institute of International Affairs expressing thanks for being allowed to occupy quarters belonging to the University.

Transfer  
of J. F.  
Westhead  
to  
C.O.T.C.

From the Superintendent stating that Mr. J. F. Westhead, formerly employed in the Department of Chemical Engineering, was now to act as Quarter-Master Sergeant of the Canadian Officers' Training Corps at \$75 per month, to be paid by the C.O.T.C., and also as caretaker at No. 119 St. George Street at a salary of \$25 per month, to be paid by the University, plus living quarters valued at \$25 per month; making a total of salary and emoluments of \$1,500 per annum. The Board approved of this arrangement and referred to the Pensions Committee the matter of Westhead's continuation in the Pension Scheme, in which case the C.O.T.C. would undertake to pay the employer's contribution; and as it was proposed to pay the total salary through the Bursar's Office the C.O.T.C. would remit in advance each quarter its proportion of Westhead's salary together with the Pension Fund contribution, Westhead's own contributions to the fund being deducted as usual.

Other communications were presented and dealt with as follows:-

Statutes  
of Senate

From the Registrar transmitting for the approval of the Board Statutes of Senate Numbers -

- 1447 - Respecting certain amendments to the Calendar of the Faculty of Applied Science and Engineering for the Session 1939-40
- 1448 - " an amendment to the Calendar of the Ontario College of Education for the Session 1939-40
- 1449 - " certain amendments to the Calendar of the Faculty of Arts for the Session 1939-40

which Statutes having been severally read were approved.

Exemption  
of fees for  
English  
school  
girls

Also from the Registrar transmitting a final list of British school girls in Major Ney's party who are attending the University. The Board granted these students exemption from tuition and library fees for the Michaelmas Term 1939-40 as explained and listed in the following letters:-

"The President,  
University of Toronto.

Dear Mr. President:-

I enclose herewith a copy of a letter which I have received from Miss Lilian Watson, Secretary of the Overseas Education League regarding the British school girls in Major Ney's party who are still enrolled at the University and who are entitled to a remission of the tuition and library fees for the Michaelmas Term of the present Session.

Exemption of fees for English school girls  
(Cont'd)

In the list which I submitted to you the names of Miss E. J. Carey-Evans and Miss E. M. Hollington were not included as I had no information when I prepared the list that they were members of Major Ney's party. Also, the names of Miss H. Peck and Miss E. Vaux were not included as they were enrolled in the Department of Physiotherapy and their applications for admission did not pass through my hands.

I think that this final list of eight persons should be sent to the Bursar with the recommendation that they receive the exemption of fees authorized by the Board of Governors for the Michaelmas Term.

Yours very truly,

(Sgd) A. B. Fennell  
Registrar"

October 25th, 1939.

- - - - -

"A. B. Fennell, Esq.,  
Registrar,  
University of Toronto.

Dear Mr. Fennell:-

As you probably have heard some of the British school girls are returning home. Others have gone to McGill, while some are still at the University of Toronto. Our records show that the following are still registered at the University:-

Brown, Marjorie	Trinity College	Pass Arts
Carey-Evans, Eluned	Medical College	2nd year
Hopkins, Freda	Trinity College	Honour Science
Hollington, Mary	Medical College	1st year
Peck, Hazel	Extension Dept.	Physiotherapy
Taylor, Jean	University College	2nd Architecture
Turton, Mary	Trinity College	1st, Social and Philosophical Studies
Vaux, Elizabeth	Extension Dept.	Physiotherapy

Thanking you for your continued co-operation,

Yours sincerely,

(Sgd) Lilian Watson

October 21st, 1939.

Secretary, Overseas Education League"

Annual report of the Athletic Assoc'n

From the Secretary of the Athletic Association enclosing the auditor's report and financial statement of the Association for the year ending 30th June, 1939, which was very favourably received and approved

Grant from Scottish Rite Masons

From Dr. G. E. Hall reporting that Dr. Nolan D. C. Lewis had advised him that the National Committee for Mental Hygiene of New York was renewing from the funds of the Scottish Rite Masons the grant of \$2,500 to the University of Toronto for 1939-40 for work on dementia praecox in the Department of Medical Research - Banting. The Board gratefully accepted this grant and the Secretary was instructed to convey to Dr. Lewis the cordial thanks of the Governors for this continued generosity.



Front-  
age  
rights  
re Nos.  
74-76  
College  
Street

From Messrs. Roebuck & Bagwell, Solicitors for Mr. G. W.

Doxsee, a chiropractor, who had recently acquired the premises Nos. 74-76 College Street, enquiring as to the restrictions on this property and stating they understood that in view of the change of ownership the permission of the Board was required in order to allow Mr. Doxsee to use this property for the business in which he is engaged. This matter was referred to the Property Committee for consideration of the frontage rights.

Request  
for use  
of name  
of the  
Univer-  
sity in  
letters  
of in-  
corpora-  
tion

From the Student Co-operative Residence asking permission to use the name of the University in connection with letters of incorporation for their organization. After a discussion of the whole question the Board ordered that the name "University of Toronto" or anything approximating this title could not be used in this case, and the Chairman was instructed to write to the Provincial Secretary requesting him to give the necessary instructions in his Department that the name of the University be not permitted in any incorporation without the written consent of the Board of Governors.

Bursary  
awards  
in  
Univer-  
sity

Awards of bursaries in University College, as recommended by the College Council and concurred in by the President and Dr. Gibson, were confirmed as follows:-

<u>NAME</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>IN</u>	<u>OUT</u>
Adamson, G.P.	II.1	\$ 50		"
Aitken, Miss A.E.	II.3	125	"	
#Barnartt, S.	I.1	75	"	
Barnes, Miss B.	II.7	70		"
Barnett, T.A.M.	I.1	75	"	
Battles, R.M.	II.4	75		"
Beames, R.	Entrant	50	"	
Blackley, F.D.	II.1	75	"	
Blockley, W.V.	Entrant	100		"
Brownell, Miss R.I.	Entrant	50		"
Bricker, Miss B.H.	Entrant	100	"	
##Clark, Miss N.M.	I.9	50		"
Cook, Miss E.M.	II.3	125		"
Crockett, W.M.	II.8	125		"
Cumberland, Miss E.M.P.	Entrant	50	"	
Currie, R.D.A.	Grade B	75		"
Day, Miss I.M.	Entrant	75	"	
#Duncan, D.F.	Entrant	50	"	
Evans, Miss M.I.E.	II.3	125		"
#Fairbairn, Miss A.M.	I.2	64		"
Ferguson, R.B.	II.1	125		"
Fisher, P.F.	II.6	50	"	
Flanagan, J.W.	I.2	75	"	
Fox, J.B.	Grade B	50		"
Francis, C.L.	II.4	125		"
Francix, J.P.	II.11	75	"	
Fraser, J.C.	Entrant	100	"	
Gerby, J.	II.1	125		"
Girdwood, Miss B.M.	II.1	75		"
Gold, I.H.	II.5	50	"	
Goodall, W.A.	III	75	"	
Goodson, J.	Entrant	125	"	
Gorvoy, J.D.	Grade B	50	"	

Bursary  
Awards  
in  
Univer-  
sity  
College  
(Cont'd)

NAME	RECORD	AMOUNT	IN	OUT
Hagan, N.C.	Entrant	\$125		"
Hall, J.C.	II	50	"	
Hardy, E.	I.6	150		"
Henderson, R.A.	III	75		"
Hillier, Miss W.A.	Aeg.	150		"
Hofford, Miss E.J.	Entrant	100		"
Hopkins, E.J.	I.3	125		"
Howard, F.L.	Entrant	100	"	
Jack, J.D.C.	Entrant	50		"
#Jackson, R.W.	I.8	150		"
Knowles, J.W.	Entrant	150		"
Lichtig, S.	II.1	50	"	
Locke, J.L.	Entrant	100		"
#Lucas, Miss G.M.	I.3	100		"
Ludbrook, Miss M.E.	Entrant	75		"
McCormick, H.D.	II.1	125		"
McCorvie, Miss G.M.	Entrant	75		"
McDonald, Miss R.A.	II.2	64		"
McDonald, R.D.	II.9	75		"
McGillicudy, P.C.	II.7	50	"	
Mackay, Miss R.D.	II.12	100		"
McKendry, J.B.J.	ad eundem	125		"
McLaren, D.G.C.	Entrant	100		"
McLeod, H.G.	Entrant	125		"
MacNaughton, E.B.	I.3	50		"
MacPhail, I.B.	I.3	125		"
Maxwell, T.R.	II.1	50	"	
Mehr, R.J.	II.5	50	"	
##Meisel, Miss D.K.	I.2	100		"
Mendelsohn, H.	Entrant	50	"	
Millar, Miss M.	II.2	75		"
Milnes, H.N.	II.4	50	"	
Morley, Miss N.H.	Grade A	125		"
Morton, M.D.	II.11	50	"	
Moulder, S.J.	II.2	100		"
Nash, S.S.	Entrant	50	"	
Nicholls, W.M.	II.14	75	"	
Noyes, G.	I.7	75	"	
Orton, Miss E.M.	Entrant	150		"
Pakarinen, V.A.	II.13	50	"	
Paul, W.	II.1	50	"	
Pedlar, H.F.	II.7	50	"	
Peterson, C.L.	II.3	50	"	
Rigg-Story, Miss P.	II.1	125	"	
#Ross, J.A.	I.1	100		"
#Rubinoff, M.	I.2	60	"	
Sanders, J.	Entrant	75	"	
###Sartorelli, A.	Entrant	75	"	
Scott, Miss K.R.	III	100	"	
Scott, Miss M.B.	I.4	200		"
Seath, Miss K.J.	II.10	125		"
#Sheppard, A.A.	I.2	100		"
Shopiro, D.	II.4	50	"	
Sigurdsson, G.J.	Grade B.	50		"
Slater, E.H.	II.1	125		"
Smith, Miss C.M.	II.8	50	"	
Somers, L.W.	II.1	75	"	
Stevens, H.B.	II.11 (1938)	125		"
Struthers, Miss E.M.	II.3	125		"
Taillefer, Miss R.M.	Entrant	100	"	
Telfer, G.A.D.	Entrant	100	"	
Thow, J.W.	II.2	75	"	
Turchin, P.	I.2	100		"
van Berkum, Miss E.E.	II.5	125		"
Waddell, Miss M.B.	Entrant	125		"
Walden, F.A.	III	50	"	
Weinberg, J.M.	II.1	50	"	
White, C.C.	II.23	100	"	
Williams, B.M.	II.13	125		"
Williamson, A.G.	II.1	100		"
Wolfstod, Miss L.	II.5	50	"	
/Yarenko, J.	I.2	100		"

# Free Tuition

## Tuition to the extent of \$100

### Tuition to the extent of \$50



Bursary  
Awards  
in  
Faculty  
of  
Dentistry

Authority was also given for bursary awards in the Faculty of Dentistry, as recommended by the President and Dean Mason, of \$100 each to Andrew F. Cook of the Fourth Year and Charles S. McLean of the Third Year.

Request  
for ex-  
emption  
of fees  
to two  
students  
in Univer-  
sity  
College

The President presented a letter from Principal Wallace recommending, in conjunction with the Registrar of University College and the Scholarship Committee, that Miss Janet Tupper and Miss Mary Heather Bruce Hill, two former scholarship holders who were prevented by illness from writing all the examinations last Session, be granted exemption from fees. This matter was referred back to the President for further information.

Sir Joseph  
Flavelle  
Bequest  
of  
"Holwood"

The President also presented a letter from the National Trust Company, Executors of the Estate of the late Sir Joseph Flavelle, stating that the residuary beneficiaries had asked them to write about certain furnishings and contents of No. 78 Queen's Park as follows:-

"1. The beneficiaries would like to leave the pipe organ and the billiard table in the house pending sale of the said two articles.

2. Sir Ellsworth would like to leave in the house on loan for the use of the women students of the University the bound volumes of the Illustrated London News and Punch which date back for a number of years; also the large oil painting at present hanging over the dining room fireplace.

The beneficiaries would also like to leave on loan the portraits of the late Sir Joseph and Lady Flavelle now hanging in the dining room.

3. The beneficiaries wish to leave as a gift for the use of the University, the drapes and curtains that are in the house, some pictures, a few large lamps, three large rugs in the dining room, the living room and the downstairs hall, some furniture in the servants' quarters, the electric lighting fixtures attached to the building, some stoves, etc.

4. The beneficiaries have for sale certain pieces of furniture including a large table, chairs, bedroom furniture, etc., which they are willing to sell to the University at the valuations placed thereon by Ward-Price Limited. These articles with prices are shown in the list attached to this letter."

The Secretary was instructed to convey the appreciation of the Board for the gifts so generously donated by the family, as referred to in Clause 3 above, and in connection with the articles which are eventually to be removed by the beneficiaries it was understood that these would be left in the premises at the owner's risk.

Upon motion of Mr. Neilly,

Seconded by Mr. Ross,

It was resolved,

That authority be given for the purchase of the articles referred to in Clause 4 above to a total of \$1,463., this amount to be charged to the Massey Foundation repayment.

Post  
Graduate  
Course  
in Facul-  
ty of  
Medicine

It was reported that fees to the extent of \$175 had been received for the Post Graduate Course in Physiotherapy held in the Faculty of Medicine in September, and upon the recommendation of the President the following disbursements in connection with that course were authorized:-

(a) Instructors:

E. S. Ryerson	\$ 6.00	
A. A. Fletcher	6.00	
R. H. Thomas	6.00	
G. W. Howland	6.00	
W. S. Keith	18.00	
W. J. Gardiner	<u>123.50</u>	\$165.50

(b) Expenses:

Luncheon, etc.		<u>9.50</u>
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Total - \$175.00

Appoint-  
ment of  
Mr. F.K.  
Morrow  
to Com-  
mittees

Upon the recommendation of the Chairman Mr. F. K. Morrow was appointed a member of the Finance Committee and of the Property Committee.

Proxy re  
Consumers'  
Gas Com-  
pany  
meeting

Upon motion of Mr. Morrow, seconded by Hon. Dr. Bruce, authority was given for the Chairman and the Bursar to sign the form of proxy for the Annual General Meeting of the Consumers' Gas Company of Toronto to be held on November 13th, 1939.

The meeting adjourned at 5:15 p.m.

*Included  
22.13.*

Minutes confirmed

*Nov. 10/1939*

*Francis Macdonald*

Chairman



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, November 9th, 1939, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The Chancellor	The President
Mr. McCulloch	Mr. Osler
Dr. Anderson	Hon. Dr. Kelly
Hon. Dr. Bruce	Mr. Burns
Mr. Neilly	Hon. Dr. Ferguson
Mr. Morrow	Mr. Bryce

The Bursar was present as Secretary together with Mr. Court.

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. McCarthy	Dr. Gibson
Mr. Ross	Mr. McDonnell
Chief Justice Rose	

The minutes of the last meeting were read and confirmed.

Order-in-Council re appointment of Mr. R. A. Bryce

There was read an Order-in-Council dated 31st October, 1939, appointing Robert Alexander Bryce, Esquire, a member of the Board to fill the vacancy caused by the resignation of William E. Rundle, Esquire, for the remainder of the term for which he was appointed, namely, until June 20th, 1943.

The Chairman extended a hearty welcome to Mr. Bryce, a graduate of the Faculty of Applied Science, and expressed the hope that the Board would receive, in connection with University affairs, the benefit of his valuable knowledge and experience.

Arising out of the minutes the following matters were reported:-

Request for use of name of the University in letters of incorporation

In accordance with instructions given at the last meeting the Secretary reported that the following letter had been sent by the Chairman of the Board to the Provincial Secretary in connection with the use of the name of the University by organizations applying for letters of incorporation:-

"The Honourable H. C. Nixon,  
Provincial Secretary,  
Ontario Government,  
Toronto, 5.

My dear Mr. Nixon:-

At a recent meeting of the Board of Governors of the University of Toronto a request from an organization to use the name of the University in letters of incorporation was under discussion. As the University has no responsibility for the organization in question permission was refused. As a consequence of discussion on the whole question the Board of Governors have instructed me to write to you to ask if you could give instructions to the proper authorities in your Department that under no consideration is the name of the University of Toronto to be used in letters of incorporation without the written consent of the Board of Governors of the University.

With kind regards,  
Yours faithfully,

(Sgd) D. Bruce Macdonald  
Chairman, Board of Governors"

November 6th, 1939.

Request  
for exemp-  
tion of  
fees to  
two  
students  
in Univer-  
sity  
College

Regarding the matter of a remission of fees to two students in University College, which was referred back to the President for further information, the Board approved of the President's recommendation that Miss Janet Tupper be granted exemption of fees in view of her aegrotat standing in English. In the case of Miss Mary Heather Bruce Hill the situation was slightly different, and after reviewing all the circumstances the Board decided that in view of the marks obtained by Miss Hill it could not grant a remission of fees to her.

Sir Joseph  
Flavelle  
Bequest of  
"Holwood"

The Secretary reported that he had received a letter from Miss Muriel Gladman, Secretary to the Estate of the late Sir Joseph Flavelle, stating that they were cancelling the insurance on the article at No. 78 Queen's Park which the University was purchasing as it was presumed these would now be included in our own insurance. The Secretary informed Miss Gladman that it would be more convenient if the present insurance could remain undisturbed until 31st December when the University's general schedule would be revised, especially in view of the fact that some articles were still being taken from those on the original list supplied by the National Trust Company, and that it appeared from a report prepared by the Superintendent that certain other changes were likely to be made.

Grant  
from  
Scottish  
Rite  
Masons

The Bursar reported the receipt of a cheque for \$625 from the National Committee for Mental Hygiene, New York, from the funds of the Scottish Rite Masons, as the first quarterly payment on account of the Committee's grant of \$2,500 for research work in dementia praecox in the Department of Medical Research - Banting.



mendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

- A. Gibson - Junior Attendant in Bacteriology,  
Department of Pathology & Bacterio-  
logy, from 1 November, 1939 @ \$50 per month
- Stuart K. Jaffary - Associate Professor, Department of  
Social Science, from 1 January,  
1940 (cancelling previous appoint-  
ments vide folios 68 and 87) @ \$3,800 per ann.

The following for the Session 1939-40

Athletics & Physical Training - Women:

Special Lecturers, Physical Education, Diploma Course:

H. D. Ball	- Anatomy	\$150
Miss K.I. McMurrich	- Anatomy & Kinesiology	150
D. Y. Solandt	- Physiology of Exercise	150
Mrs. Margaret Graham	- Theory of Music	50
Mrs. Leslie Jones	- Voice Training	30

Faculty of Arts:

Physics:

D. B. Kennedy	- Honorary Demonstrator (vice W. E. Turnbull resigned)	without salary
S. Levine	- Research Associate in Geophysics from 1 November, 1939, to 30 June, 1940 @ \$150 per month	

Geology:

M. W. Bartley	- Class Assistant (vice G. P. Crombie resigned)	\$250
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Faculty of Medicine:

Medicine & Clinical Medicine:

Junior Demonstrators - Temporary:

A. H. Squires	- Microscopy	150
C. R. Burton	)	150
T. A. Crowther	) part time	150

Paediatrics:

A. L. Chute	- Junior Demonstrator	without salary
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Psychiatry:

J. E. Sharpe	- Demonstrator (vice C. H. McCuaig resigned)	\$250
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School of Hygiene:

Physiological Hygiene:

R. Hann	- Technical Assistant from 18 October, 1939, to 30 June, 1940 (vice W. Staples, on leave of absence)	540.31
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University Extension & Publicity:

Instructors:

(1) Evening Tutorial Classes:

Thomas B. Godfrey	- Accounting	200
Russell R. Grant	- "	200
Elton Johnson	- Advertising	200
F. G. Ewens	- Air Conditioning	200
T. R. Loudon	- Aerial Navigation	200
Graham McInnes	- Art Appreciation	200
Brownlow Card	- Art of the Theatre	200
John M. Elson	- Authorship; Journalism	400
C. Marchant	)	100
W. H. Rapson	) Chemistry	100
F. R. Crocombe	- Cost Accounting	200
A. L. Richardson	- Economics	200
Miss E. N. Martin	- English Composition	200
J. Campbell McInnes	- English Diction & Speech (2 classes)	400

Appoint-  
ments  
(Cont'd)

University Extension & Publicity (Cont'd):

Instructors:

(1) Evening Tutorial Classes (Cont'd):

J. A. Houpert	)	\$200
Miss M.D. MacDonald	)	200
Mrs. J. M. Ross	)	200
St. E. de Champ	)	200
H. Boeschenstein	- German	200
Miss J. M. Forster	- Gymnastics and Dancing	200
Miss Jane Coventry	- Swimming	100
Mrs. Margaret Graham	- Pianist	50
E. A. Allcut	- Industrial and Business Organization	200
Miss Vida H. Peene	- Interior Decorating	200
Alfred B. Ward	- Investments	200
Miss Helen McMurrich	- Lip Reading	200
Miss A. Harriet Parsons	- Magazine Writing, Short Story Seminar	600
J. E. M. Hancock	- Mercantile Law	200
F. J. Horwood	- Music Appreciation	200
Stuart L. Thompson	- Nature Study	200
J. K. Thomas	)	300
T. A. Goudge	)	50
H. R. MacCallum	)	50
F. E. W. Wetmore	)	200
M. H. Thomas	)	100
E. A. Bott	)	200
W. Line	)	200
S. N. F. Chant	)	200
W. G. Frisby	)	200
F. H. Kirkpatrick	)	200
G. A. McMullen	)	400
Bernard Yardley	)	10
F. C. Auld	)	10
Rupert R. Buchanan	)	10
A. R. Zimmer	)	10
Julian Davies	)	10
T. Linsey Crossley	)	10
Harvey Sprang	)	10
H. M. Chamberlain	)	10
E. A. Allcut	)	20
A. A. Shuyler	- Secretarial Practice	200
Juan Cano	- Spanish	200
G. W. Brown	)	100
R. G. Riddell	)	100
J. W. Melson	- Celestial Navigation	100
Toronto Conservatory of Music	- Use of rooms and pianos	100
M. L. Hammond	- Assistant in Chemistry	25

(2) Correspondence Courses:

(Remuneration to be paid upon certificate; based on work done)

Upper School

A. G. Croal	- Physics
H. A. Grainger	- Zoology, Botany and Chemistry
W. J. Loughheed	- Geometry, Algebra and Trigonometry
J. H. Mills	- Latin
N. L. Murch	- German and French

Commercial

W. Baird	- Penmanship, Shorthand and Secretarial Practice
L. S. Beattie	- Shorthand Methods and Office Practice
W. G. Bennett	- Bookkeeping Methods
W. J. Brown	- Business Correspondence and Fyling, Theory of Economics, Money and Banking, History of Commerce
H. G. Harvey	- Bookkeeping and Accountancy
T. W. Oates	- Business Arithmetic, Business Law, Arithmetic of Investment
Miss E. M. Rutledge	- Typewriting Methods
H. Paul Sutton	- Elementary Typewriting



Appoint-  
ments  
(Cont'd)

Special Research:

Medical Research - Best:

P. Prosser

- Technical Assistant, Physiological Hygiene,  
from 28th October, 1939, to 30 June, 1940  
(vice J. Scattergood on leave of absence)

@ \$60 per month

The following were appointed to sit as representatives on  
the faculties named:-

On the Council of the School of Nursing:

From other faculties:

Professors E. A. Bott	- Psychology
J.G.FitzGerald	- School of Hygiene
D. T. Fraser	- Hygiene
Alan Brown	- Paediatrics
Duncan Graham	- Medicine
W. A. Scott	- Obstetrics
C. B. Farrar	- Psychiatry
E. S. Ryerson	- Surgery
C. E. Phillips	- Ontario College of Education
Miss A. C. MacGregor	- Social Science
Dr. Norma H. C. Ford	- Biology
Dean A. D. A. Mason	- Dentistry
Dr. Ruggles K. George	- Anatomy

On the Council of the Faculty of Arts:

From the Faculty of Music:

Dr. Healey Willan

Leaves  
of  
absence

Leaves of absence were granted as follows:-

For the duration of the war -

To Doctors W. P. Warner - Associate in Medicine  
H. H. Hyland - Senior Demonstrator in Medicine  
H. E. Rykert - Junior Demonstrator in Medicine

with salary to the end of November, 1939; and to Dr. H. M. Gray,  
Junior Demonstrator in Clinical Microscopy, without salary.

To Sir Frederick Banting, at the request of the National Research  
Council, Ottawa, for war medical research, for two months from the  
middle of November, 1939, on full salary. (This information to be  
considered "secret").

To Professor Ross Taylor of the Department of Mechanical Engineer-  
ing, sick leave to 1st February, 1940, on full salary.

Amend-  
ments  
to  
Estimates

The following additional appropriation and transfer  
were authorized:-

Additional appropriation:

University Extension & Publicity:

"Evening Tutorial Classes"

\$12,000

Transfer:

Mineralogy:

From "Maintenance and Equipment"

To "Special X-Ray Equipment and Instruments"

\$140.00

The following communications and matters were reported:-

Rocke-  
feller  
grant  
to the  
School  
of  
Nursing  
and ex-  
pected  
income  
from  
endow-  
ment

From the Rockefeller Foundation stating that the amount payable for 1939-40 under their total grant of \$2,000 towards support of the School of Nursing would be conditioned upon the income received from the endowment of \$250,000. The Bursar reported that he had advised the Foundation that in view of the interest dates of the securities purchased there would not this year be a complete year's income from the investment, the estimated amount being \$6,700.82 instead of approximately \$7,500 which should be the income from the present holdings for subsequent years. The Foundation then had forwarded a cheque for \$1,497.09, made up of \$1,500, as the grant for 1939-40, less the sum of \$2.91, unexpended balance from the previous year. The Bursar informed the Board that he had requested Miss Russell to advise him what revision in the Estimates could be made in view of the reduction of roughly \$800 in the anticipated income for the School for this year.

Medical  
Society  
Bursaries

From the Medical Society of the University transmitting a cheque for \$300 to supplement the fund for bursaries which are given to medical students in need of money, and stating that it was a pleasure to continue this precedent.

Service  
of Re-  
mem-  
brance

From the Registrar a notification of the Service of Remembrance to be held at the Soldiers' Tower on Saturday, November 11th, from 10:45 to 11:10 a.m.

Other communications were presented and dealt with as follows:-

W. P.  
Mustard  
Scholar-  
ship

From Principal Wallace stating that Dr. Mustard of Chatham, Ontario, the donor of the W. P. Mustard Scholarship in Second Year Classics, was disappointed that no award had been made last year due to the fact that no candidate had fulfilled the conditions of award, and that following his suggestion the Council of University College recommended that this scholarship be modified in the following manner, to which the Board gave its approval:-

"(a) that the clauses now in the Calendar stand for the present

(b) that these clauses be added:

- (1) that if the scholarship is not awarded on the present conditions in the Second Year Honour Classics course, the College Council may at its discretion award it elsewhere, for the encouragement of Classical Studies
- (2) that this scholarship may be tenable with another College scholarship."



Nash, transmitting the audited report and financial statement of the University Press for the year ending 30th June, 1939. The Bursar gave a detailed explanation of its contents, and upon motion of the President, as Chairman of the Printing and Publications Committee, the report was approved.

Amend-  
ment to  
Constitu-  
tion of  
Students'  
Adminis-  
trative  
Council

From the Secretary-Treasurer of the Students' Administrative Council requesting an amendment to their Constitution in order to provide for a Standing Committee on Student Service, and upon the President's recommendation the proposed amendment was approved as follows:-

"APPENDIX F  
STANDING COMMITTEE ON STUDENT SERVICE

ARTICLE I

Name

This body shall be known as the Standing Committee on Student Service.

ARTICLE II

Function

It shall be the function of this Committee to receive reports on the various forms of student aid and miscellaneous services now being provided or which in the future may be provided under the auspices of the Council, to consider matters of policy in this regard and to make recommendations to the Council.

ARTICLE III

Membership

This Committee shall consist of :

(a) A Chairman, elected by the Council, who shall be known as Student Service Commissioner, and whose specific duty it shall be to keep the Council well informed in regard to the various forms of student aid carried on under the auspices of the Council.

(b) One of the Faculty members of the Council.

(c) The Secretary-Treasurer of the Council who shall be the Director of Student Aid and Placement.

(d) The Associate Secretary of the Council.

(e) Two representatives from the Council, at least one of whom shall be a woman.

ARTICLE IV

Meetings

Meetings of the Committee shall be held at the call of the Commissioner or the Secretary-Treasurer."

Course re  
Certifi-  
cate in  
Business

From the Director of the Department of University Extension and Publicity asking for the establishment of a course to be known as "The Certificate Course in Business", of which the Board approved, and the fees for the same were authorized as follows:-

Tuition	- \$10	per subject
Examination	- 2	" "
Certificate	- 5	

Course  
for  
Municipal  
Officials

Also from the Director of the Department of University Extension and Publicity requesting permission for a two-day course for Municipal Officials on November 23rd and 24th. The Board likewise approved of this course being held, and a fee of \$3 was authorized

Course  
for  
Municipal  
Officials  
(Cont'd)

for the same, made up of \$2 for the purchase of a new book on Accounting which the Ontario Department of Municipal Affairs has recently authorized, and \$1 for registration which will come to the University to cover expenses.

The following donations were reported and were accepted with thanks and appreciation:-

H.F. MacLean  
gift for  
work by  
Dr. W. R.  
Franks

From Mr. H. F. MacLean of Merrickville, Ontario, an undertaking to pay the sum of \$5,000 to cover some experimental work being conducted by Dr. W. R. Franks of the Department of Medical Research - Banting in connection with Aviation Medical Research problems.

National  
Research  
Council  
Grant for  
Aviation  
Research  
in  
Psychology

From the National Research Council, Ottawa, a cheque for \$2,000 as a grant for Aviation Research in Psychology under the direction of Professor E. A. Bott, who is prosecuting a proposed research on psychological methods applicable for pilot officers in the R.C.A.F.

Hans  
Lundberg  
grant  
for  
Geophysics

From Mr. Hans Lundberg an undertaking to contribute a further sum of \$150 per month, which Professor Burton proposes to use for the salary of Dr. S. Levine, a Research Associate in Geophysics for eight months.

Royal  
Ontario  
Museum's  
grant  
from  
Provincial  
Government

The Bursar read a communication from Dr. J. B. O'Brian, Chairman of the Board of Trustees of the Royal Ontario Museum, explaining the Ontario Government's action in connection with the curtailment of expenditures and reduction of grants, and stating the understanding which he had that the University should assume the \$3,000 expenditure, being part of the salaries of Professor Currelly and Bishop White, which had been undertaken by the Museum prior to the cut being made. In view of the fact that there would be a meeting of the Museum Board on Friday November 17th, at which certain members of the University Board would be present, this matter was deferred for consideration until the next meeting of the Governors.

Employees'  
Pension  
Scheme

There was read a report from the Committee upon the Employees' Pension Scheme, and upon motion of Mr. McCulloch the report was adopted as follows:-



Employees'  
Pension  
Scheme  
(Cont'd)

"To the Board of Governors,  
University of Toronto:

The undersigned, acting as a Committee upon the Pension Scheme for the Administrative and Clerical Staff, beg to present herewith the following recommendations:-

1. That Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, be allowed to participate in the Employees' Pension Scheme as of 1st July, 1939, on the understanding that the Students' Administrative Council pays the employer's contribution.

2. That Mr. J. F. Westhead, formerly employed in the Department of Chemical Engineering and now to act as Quarter-Master Sergeant of the Canadian Officers' Training Corps, and also as caretaker of No. 119 St. George Street, be continued on the Pension Scheme, the C.O.T.C. undertaking to pay the employer's contribution based on the salary from the C.O.T.C. of \$900, and from the University as caretaker of \$300, plus living allowance of \$300., making a total in all of \$1,500 per annum; Westhead's own contributions to the fund being deducted by the Bursar from the total salary to be paid to him, plus living allowance.

3. That the Board request the Ontario Government to provide for members of the University staff the same exemption from Provincial and Municipal taxes as applies to employees of the Government under Sec.42, Part 3 of the Public Service Act, R.S.O. 1937, Chapter 15, as follows:-

'42. The interest of any employee in the fund under this Part or in any retiring allowance or pension payable out of the fund shall be exempt from provincial and municipal taxes except the tax imposed under The Income Tax Act (Ontario), and shall not be subject to garnishment or attachment or seizure or any legal process and shall be unassignable. R.S.O. 1927, c.16, s. 49, and 1936, c.56, s.12'

4. That the prevailing regulation covering ages for retirement, viz: age 65 after at least 35 years of service, or age 70 after at least ten years of service, continue in force.

5. That approval be given to certain revisions in the regulations governing this Scheme as set out in the accompanying form.

Your Committee also begs to submit the attached report of Professor Mackenzie, dated 19th October, 1939, upon the condition of the Employees' Pension Scheme as at 30th June, 1939.

Respectfully submitted,

(Sgd) M. A. Mackenzie  
C. E. Higginbottom  
A. D. LePan"

November 3rd, 1939.

Report of Professor M. A. Mackenzie.

"The Board of Governors,  
University of Toronto.

Dear Sirs:-

We have completed our second examination into the condition of the University's pension plan for permanent non-academic employees as at 30 June, 1939, and now have the honour to report as follows:-

We find that the records have been properly kept so that all the detailed information for which we asked was readily available. This information was supplied to us on the record cards of employees having at least two years to count for pension in the service of the University, or the Connaught Laboratories or the Royal Ontario Museum, or Hart House, or the Insulin Committee or the Athletic Association.



Employees'  
Pension  
Scheme  
(Cont'd)

In 1929 when the fund began there were 176 original male contributors. During the ten year period which ended 30 June, 1939, 200 additional male members of the staff began contributing, 49 male contributors left the service and withdrew their contributions, 17 died in service and 19 were pensioned, leaving 291 male contributors as at 30 June, 1939.

In 1929 when the fund began there were 137 original female contributors. During the ten year period which ended 30 June, 1939, 204 additional female members of the staff began contributing, 120 female contributors left the service and withdrew their contributions, 3 died in service and 3 were pensioned, leaving 215 female contributors as at 30 June, 1939.

Summarized details of the movement of the membership according to age distribution and their employing bodies are set out in schedules, I, II, III and IV, attached hereto.

Of the 19 males who were pensioned up to 30 June, 1939, 4 have died leaving no dependents, 4 have died each leaving a widow on pension, and 11 were still drawing their pensions as at 30 June, 1939.

Of the 17 male contributors who died in service, 7 left no dependent eligible for pension. The other 10 each left a widow on pension.

Of the 14 widows placed upon the pension roll one has died. The other 13 widows were still on pension as at 30 June, 1939.

Of the 3 female contributors who were pensioned up to 30 June, 1939, one has died. The other 2 were still on pension as at 30 June, 1939.

We have examined this experience for each sex separately in detail and deduced the rates of withdrawal from service, the rates of death in service and the rates of going on pension which were exhibited from age to age and compared these rates with corresponding rates of similar funds. We have based our estimates of future happenings among the active staff upon conservatively graduated results of this ten year experience.

We find that during the five years which ended on the 30 June, 1939, the interest earnings have fallen from 4.5% in 1933-34 to just over 4% in 1938-39. We have assumed that the invested funds will earn only 4% for the future as guaranteed by the University.

According to the situation as revealed by our examination and as set out hereunder we regard the financial standing of the fund as being satisfactory. The deficit due to accrued liability has not increased. It is now \$5,200 less than it was five years ago.

The aggregate balance sheet of the whole fund as at the 30th of June, 1939, is:-

Liabilities

Pensions now payable to 11 males to be continued in part to widows	\$ 72,000	
Pensions now payable to 15 females	<u>53,700</u>	\$ 125,700

Regarding 291 males in service

Pensions on retirement of survivors, continued in part to dependents	\$847,900	
Pensions to dependents on deaths of married men in service	135,000	
Withdrawals of contributions	<u>21,600</u>	\$1,004,500

Regarding 215 females in service

Pensions on retirement of survivors	\$551,100	
Withdrawals of contributions and returns on death	<u>32,700</u>	583,800

\$1,714,000

Assets

Future contributions from		
291 male employees	\$221,200	
215 female employees	<u>119,100</u>	\$ 340,300

Future contributions from employer for		
291 males	\$305,200	
215 females	<u>168,800</u>	474,000

Funds		654,100
Deficit - Accrued liability		<u>245,600</u>

\$1,714,000

For summarized details of the pensioners' liability see Schedule V.



# University of Toronto

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REGULATIONS GOVERNING THE ADMINISTRATION  
OF THE PENSION SCHEME FOR PERMANENT  
AND QUASI-PERMANENT MEMBERS OF THE  
ADMINISTRATIVE AND CLERICAL STAFF, AND  
INCLUDING THOSE EMPLOYEES WHO ARE  
NOT ELIGIBLE FOR MEMBERSHIP IN THE TEACH-  
ERS' INSURANCE AND ANNUITY ASSOCIATION.

*Effective 1 October, 1929*  
*(As revised at 1 November, 1939)*

1. Contributions shall be compulsory upon all eligible employees after the completion of the second year of service.

2. Employees will be required to contribute throughout service that percentage of salary which is set opposite the age at which each such employee begins to make contribution:

Age	Percentage
Up to 21 . . . . .	$2\frac{1}{2}$
21 and up to 26 . . . . .	$2\frac{3}{4}$
26 and up to 29 . . . . .	3
29 and up to 32 . . . . .	$3\frac{1}{4}$
32 and up to 33 . . . . .	$3\frac{1}{2}$
33 and up to 34 . . . . .	$3\frac{3}{4}$
34 and up to 35 . . . . .	4
35 and up to 36 . . . . .	$4\frac{1}{4}$
36 and up to 37 . . . . .	$4\frac{1}{2}$
37 and up to 38 . . . . .	$4\frac{3}{4}$
38 and up to 39 . . . . .	5
39 and up to 40 . . . . .	$5\frac{1}{4}$
40 and up to 41 . . . . .	$5\frac{1}{2}$
41 and up to 42 . . . . .	$5\frac{3}{4}$
42 and up to 43 . . . . .	6
43 and up to 44 . . . . .	$6\frac{1}{4}$
44 and up to 45 . . . . .	$6\frac{1}{2}$
45 and up to 46 . . . . .	$6\frac{3}{4}$
46 and up to 47 . . . . .	7
47 and up to 48 . . . . .	$7\frac{1}{4}$
48 and up to 49 . . . . .	$7\frac{1}{2}$
49 and up to 50 . . . . .	$7\frac{3}{4}$

The maximum salary on which contributions are payable is \$4,000.

3. No employee who is over 50 years of age will be admitted to membership in the fund, except he or she be willing to make such higher rate of contribution as may be equitable; and no employee will be retained in the service after he or she reaches the age of 70 unless by definite permission of the Board.

4. The Board's contribution to the fund shall be 5% of the salary on which each contributing employee makes his or her contribution.



5. The personal contributions of an employee will be returned with interest at the rate of 4% per annum, compounded half yearly, when such employee leaves the service without being entitled to a pension, or dies in service before completing ten full years' service, or dies in service after ten or more years of service without leaving a widow or a child entitled to pension under clause 8.

6. Pensions to employees under this scheme shall be available at age 65 after at least thirty-five years of service, or at age 70 after at least ten years of service, or at earlier disability (after at least ten years of service) if approved by a medical adviser appointed by the Board.

7. The monthly pension payable to an employee shall in each case be one sixtieth (1/60th) of the average monthly salary of the last five years of service, multiplied by the number of full years of service up to thirty, with a minimum of \$360 and a maximum of \$2,000 per annum.

In calculating the years of service for the purpose of arriving at the amount of the monthly pension, there shall be included only those years of service in a pensionable position, *i.e.*, in such a position as renders the holder eligible to contribute to the pension fund; provided, however, that where an employee has been transferred from a non-pensionable position within the University he shall be credited with an additional two years corresponding to the two years of provisional service referred to in Clause 1 of these regulations.

8. (a) When an employee who has given more than ten full years of service dies in service leaving an eligible widow or child under eighteen years of age, the monthly pension payable to such widow or child shall be one one-hundred-and-twentieth (1/120) of the average monthly salary of the last five years of the employee's service multiplied by the number of full years elapsed between the date of marriage (to the eligible widow or to the mother of the child) and the date of the death of the employee, but shall not exceed one-half of the monthly pension to which the employee would have been entitled had he been pensioned at the date of his death.

(b) When an ex-employee dies as a pensioner leaving an eligible widow or child under eighteen years of age, the monthly pension payable to such widow or child shall be one one-hundred-and-twentieth (1/120) of the average monthly salary of the last five years of the employee's service multiplied by the number of full years elapsed between the date of marriage (to the eligible widow or to the mother of the child) and the date of the death of the ex-employee, but shall not exceed one half of the monthly pension which has been paid to such ex-employee.

An eligible widow is one to whom the employee had been married during at least ten years of his service. An eligible child is the child of a woman who had become eligible for a widow's pension before her death.

Any such pension, if payable to a widow, shall cease on her death or re-marriage, or if payable to a child shall cease on the attainment by that child of eighteen years of age.

9. The Board will guarantee 4% interest, compounded half-yearly, upon the funds and will meet the interest on the accrued liability in respect of male employees.





Employees'  
Pension  
Scheme  
(Cont'd)

Of the \$245,600 accrued liability existing as of 30 June, 1939, we estimate that \$60,000 is the accrued liability in respect of the 215 female contributors. Five years ago it was \$70,000 in respect of 180 female contributors. This accrued liability in respect of female employees is being taken care of, as we assumed it would be, by the excess contributions made by and on behalf of the younger women. Neglecting this \$60,000 we find that the remaining \$185,600 should be allocated as from 30 June, 1939, as follows:-

University General	\$133,000	in regard	to 155 men and 19 pensioners
Connaught Laboratories	11,600	" "	to 58½ men and 1 pensioner
Royal Ontario Museum	18,400	" "	to 43½ men and 4 pensioners
Hart House	14,300	" "	20 men and 1 pensioner
Insulin Committee	0	" "	8 men
Athletic Association	8,300	" "	6 men and 1 pensioner
	<u>\$185,600</u>	" "	291 men and 26 pensioners

During the coming five years, therefore, the Fund should receive 4½% interest on each item of this accrued liability in addition to the contributions to be made by and on behalf of the contributors.

All of which is respectfully submitted,  
Faithfully yours,

October 19th, 1939

(Sgd) M. A. Mackenzie"

- - - - -

In this connection there was read a letter from Professor Mackenzie in which he suggested that as his colleague, Professor N. E. Sheppard, had done the bulk of the work in preparing the quinquennial report on the pension fund, he be given the same remuneration, \$500, as he had received for similar work five years ago, and upon motion of Mr. Morrow the Board approved of this payment to Professor Sheppard.

Revised  
Budget  
for  
Institute  
of Child  
Study

The revised budget for the Institute of Child Study for 1939-40, approved by the Council of the Institute and the President, was presented, but in view of the extreme pressure of business the consideration of same was deferred until the next meeting.

Finance  
Committee  
Report

The Bursar presented Report No. 135 of the Finance Committee covering the Auditor's Report and Financial Statement of the University for the fiscal year ending 30th June, 1939, but in view of the lateness of the hour and the importance attached to the report, it was moved by the Chancellor, seconded by Hon. Dr. Ferguson, and resolved that consideration of this report be deferred until the next meeting.

Current  
Expendi-  
ture

The Bursar also presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on 12th October, 1939, and the same was laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of November and the first part of December. Ordered that an Accountable Warrant for Three Hundred Thousand Dollars (\$300,000) be issued to the Bursar.

Registra-  
tion  
Statistics

The President outlined at length the registration of 7,400 in all the faculties and colleges of the University for 1938-39, and made a comparison with that of the current year of 7,200, a decrease of 200 students. He also gave a detailed explanation regarding the percentage of students of different nationalities in the various faculties.

Proxy re  
Imperial  
Bank  
Meeting

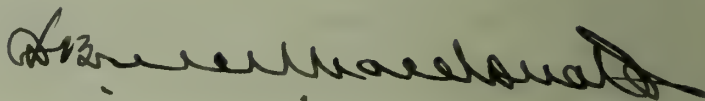
The Chairman and the Bursar were authorized to sign the form of proxy for the Annual Meeting of the Imperial Bank of Canada to be held on November 22nd, 1939.

The meeting adjourned at 5:50 p.m.

*Indefed  
m.B.*

Minutes confirmed

*Nov 27th, 1939*



Chairman



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, November 23rd, 1939, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The Chancellor	The President
Mr. Neilly	Mr. Young
Dr. Anderson	Dr. Gibson
Mr. Burns	Hon. Dr. Ferguson
Mr. Morrow	Hon. Dr. Bruce
Mr. Ross	Chief Justice Rose

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. Osler	Mr. McCarthy
Mr. McDonnell	Hon. Dr. Kelly

Resolu-  
tion of  
condol-  
ence re  
death of  
Mrs. R.  
A. Bryce

Upon motion of Hon. Dr. Bruce,

Seconded by Hon. Dr. Ferguson,

It was Resolved -

That the members of the Board offer their sincere sympathy to their fellow-member, Mr. R. A. Bryce, in the sorrow that has come to him in the sudden loss of his wife - a true helpmeet, a loving mother and one actively interested in many movements of public welfare.

Resolu-  
tion re  
resigna-  
tions of  
Hon. N.W.  
Rowell  
and Mr.  
W. E.  
Rundle

Upon motion of Mr. Neilly,

Seconded by Chief Justice Rose,

It was Resolved -

That this Board has learned with deep regret of the resignations of the Honourable N. W. Rowell, LL.D., and Mr. W. E. Rundle, LL.D., by reason of ill-health. Both have served the University well, bringing to the conduct of its business their clarity of thought and rich experience. The Board assures them of its sympathy and best wishes for recovery.

The minutes of the last meeting were read and confirmed.

Discus-  
sion re  
reading  
of the  
Minutes

The Hon. Dr. Bruce drew attention to the fact that considerable time was consumed in the reading of the minutes at the Board meetings, and after discussing several suggestions as to a change of procedure the matter was referred to the Special Committee on the By-Laws for its consideration.

Arising out of the minutes the following matters were considered:-

Revised  
budget  
for  
Institute  
of Child  
Study

The revised budget for the Institute of Child Study for 1939-40 was presented and was tentatively approved as follows, subject to revision at 1st April, 1940:-

<u>Expenditure</u>			<u>Income</u>		
STAFF:					
Dr. W.E.Blatz	Dir.	\$2,500	part	School fees	\$ 3,20
Miss M.Poppleton	Sec'y	1,600		Occ.Ther. (Ext.)	20
Mrs. N. Chant	Instr.	800	"	Spec. Fees	30
Miss M.Fletcher	Princ.	1,300			<u>3,70</u>
Miss D.Millichamp	Asst.Dir.	1,500	"		
Mrs.F.L.Johnson	Instr.	800	"	Rock. Foundation	5,00
K.S.Bernhardt	"	700	"	Carnegie	<u>5,00</u>
Miss J. Gillies	Asst.Sec'y	900			
Miss H.Shepherd	Research	1,000		Total -	\$13,70
Miss B. Gage	N.S.Asst.	600			
Mrs.Kirkpatrick	Diet'n	350	"		
Miss G. Evans	Off.Asst.	350	"		
Miss M.McFarland	N.S.Asst.	350			
Mrs. J.Denison	Cler.Asst.	200	"		
Dr. G. V. Fisk	Dental Res.	150			
Assistants		<u>300</u>			
			13,400		
Equipment and supply		\$2,600			
Attendants		1,450			
Printing		<u>250</u>			
			4,300		
Superintendent's Department			1,000	Dept. of Education	4,00
					<u>1,00</u>
			<u>\$18,700</u>		<u>\$18,70</u>

Finance  
Committee  
Report re  
Univer-  
sity's  
Annual  
Report

The Bursar again presented Report No. 135 of the Finance Committee covering the Auditor's Report and Financial Statement of the University for the fiscal year ending 30th June, 1939, and after consideration of the same it was moved by Hon. Dr. Ferguson, seconded by Mr. Morrow, and resolved that the report be adopted as follows:-



of Governors:-

Your Committee transmits herewith the Auditor's Report and Financial Statement for the fiscal year ended 30th June, 1939. The Auditor reports that all the transactions of the year have been duly audited and found correct; that the securities representing the investments were produced for his examination twice during the year and found to be in agreement with the records kept by the Bursar; and that the latter officer's records are well kept and all endowment and trust funds properly accounted for. The following is a resume of the financial results for the year:-

General Revenue	\$1,715,876.58	
Special Grant from Legislature	<u>1,100,000.00</u>	
	2,815,876.58	
Less interest written to Scholarship and other funds and Bank Accommodation	<u>69,411.70</u>	\$2,746,464.88
Expenditure under appropriations from Revenue		<u>2,972,677.49</u>
Excess of expenditure over receipts		226,212.61
At debit of Revenue, 1st July, 1938		<u>111,701.90</u>
Deficit at 30th June, 1939		<u>\$ 337,914.51</u>

- - - - -

Reconciliation with Estimates.

Expected deficit of 1938-39 at time budget was passed		\$ 571,225.00
There was in addition a deficit brought forward from previous years		<u>111,701.90</u>
		682,926.90
Special Government Grant	\$1,100,000.00	
Less amount shown in Estimates	<u>900,000.00</u>	
		<u>200,000.00</u>
		482,926.90
General Revenue exceeded estimate (net)	\$ 74,464.88	
Savings in appropriations (net)	<u>70,547.51</u>	
		<u>145,012.39</u>
Deficit as above		<u>\$ 337,914.51</u>

Respectfully submitted,

(Sgd) F. G. Osler  
Chairman"

7 November, 1939

In this connection it was left with the Chairman of the Board to make arrangements for a deputation of the Board to wait upon certain members of the Government at an early date.

Royal  
Ontario  
Museum's  
grant  
from  
Provin-  
cial  
Govern-  
ment

Regarding the question of the University assuming pay-  
ment of the \$3,000 in connection with the salaries of Professor  
Currelly and Bishop White of the Royal Ontario Museum in view of the  
reduction in the Government grant, the Chairman explained that this  
matter had been considered at the last meeting of the Museum Board,  
and it was decided that any action should be deferred until June next  
when a more accurate knowledge of the financial situation would be  
available.

Also arising out of the minutes the following communica-  
tions were reported:-

Sir Joseph  
Flavelle  
Bequest  
of  
"Holwood"

From Miss Muriel Gladman stating that the family of the late  
Sir Joseph Flavelle would be glad to leave the insurance they are  
carrying on certain articles in "Holwood" undisturbed until December  
31st when any articles taken over by the University will be included in  
the University's general schedule as revised at that time.

H.F. MacLean  
gift for  
work by  
Dr. W. R.  
Franks

From Mr. H. F. MacLean a cheque of the Dominion Construction  
Corporation for \$5,000 covering his donation for work being conducted  
by Dr. W. R. Franks in connection with Aviation Medical Research prob-  
lems.

Letters  
of thanks  
from Pro-  
fessors  
Mackenzie  
and  
Sheppard

From Professors Mackenzie and Sheppard thanking the Board for  
the letters of appreciation sent to them for their services in prepar-  
ing the quinquennial report on the Employees' Pension Scheme; Professor  
Sheppard also expressing his appreciation for the remuneration of \$500  
granted to him in this connection.

Letter  
from the  
Deputy  
Minister  
of Edu-  
cation  
re tax  
exemption

From Dr. Duncan McArthur, Deputy Minister of Education, stating  
that consideration would be given to the Board's request to grant the  
members of the University's Employees' Pension Scheme the same exemption  
from taxation as is enjoyed by employees of the Provincial Government.

Campus  
Co-opera-  
tive  
Residence

From Robert Cudney, Solicitor in the Assistant Provincial Secre-  
tary's Office, asking whether the Board would approve of the use of the  
name "Campus Co-operative Residence" in connection with an application  
for incorporation by a group of students, and the Board gave its approval  
to this request.

Appoint-  
ments

The following appointments were made upon the recommenda-  
tion of the President and the salaries were fixed at the amounts set  
opposite the respective names:-



Appoint-  
mentsFaculty of Medicine:Department of Psychiatry:

D. W. Lougheed - Research Assistant from 1 October, 1939,  
to 30 June, 1940 \$25 per month

Faculty of Dentistry:Instructors in Principles of Accounting:

Miss A. Lougheed \$125  
W. E. Secord 75

School of Nursing:Lecturers contributing to the Extension Course on  
Hospital Administration:

Malcolm T. MacEachern 50  
Harvey Agnew 40  
Clayton Smith 30

Department of Social Science:Special Lecturers:

Miss K. Gorrie	\$150	Miss C. E. Whitton	50.00
Miss F. Held	150	Miss M. Fleming	37.50
Miss N. Lea	150	B. W. Heise	37.50
Miss M. Bell	75	Miss D. Hobden	30.00
M. M. Cohn	75	H. C. Hudson	30.00
H. Cruikshank	75	K. H. Rogers	25.00
R. E. Mills	75	David Smith	25.00
School of Nursing	75		

Institute of Child Study:Assistants in Nursery School:

Miss B. Gage 600 Miss M. McFarland 350

The appointment of Mrs. Margaret L. Kirkpatrick as part-  
time Dietitian (vide folio 25) was amended by making  
the remuneration

350

University Extension & Publicity:(1) Teachers' Classes - Instructors:

D. B. DeLury	) Mathematics	300
H. S. M. Coxeter		300
P. M. Millman	) Astronomy	300
Miss R. Northcott		100
G. H. Tidy		100
V. J. Okulitch	- Geology	200
J. Ellis Thomson	) Laboratory ) Mineralogy	100
L. G. Berry		75
W. Wightman		40
T. M. C. Taylor	) Botany	300
C. N. Haldenby		80
N. W. Radforth		80
R. M. Saunders	) History	150
G. deT. Glazebrook		150
D. G. Creighton		100
D. J. McDougall		100
R. G. Riddell		100
Griffith Taylor		300
G. Tatham	) Geography	180
D. F. Putnam		180
Miss M. Brookstone		180
Miss N. A. Hooper		80
V. W. Bladen		) Economics
J. I. Mosher	300	
H. R. MacCallum	) Philosophy	300
Rev. B. F. Sullivan		300

Appoint-  
ments  
(Cont'd)

University Extension & Publicity (Cont'd):

Instructors:

(1) Teachers' Classes (Cont'd):

C. R. Myers	)		\$300
D. C. Williams	)	Psychology	300
B. M. Springbett	)		150
E. S. W. Belyea	-	at Brampton 300)	
	-	travelling expenses 75)	Psychology 375
A. E. Birney	)		300
N. J. Endicott	)		300
Dr. Florence A. Smith	)	English	300
E. J. Pratt	)		300
R. D. C. Finch	)		300
R. K. Hicks	)	French	300
J. A. Houpert	)		300
H. Boeschstein	-	German (special tuition in lieu of class)	50
Miss R. Haldenby	-	Library	40
Miss G. Anderson	-	checking admissions and attendance (evening service)	100

(2) Correspondence Courses:

(Remuneration to be paid upon certificate; based on work done)

Pass Course for Teachers:

S. Beatty	)	Mathematics	
I. R. Pounder	)		
F. S. Hogg	-	Astronomy	
T. M. C. Taylor	-	Botany	
R. M. Saunders	)		
D. G. Creighton	)	History	
G. W. Brown	)		
D. F. Putnam	-	Geography	
V. W. Bladen	)		
J. I. Mosher	)	Economics	
R. M. Dawson	)		
T. A. Goudge	)	Philosophy	
Rev. B. F. Sullivan	)		
K. S. Bernhardt	)	Psychology	
F. J. Tobin	)		
M. D. C. Tait	)		
E. A. Dale	)	Latin	
Miss Mary C. Needler	)		
J. R. MacGillivray	)	English	
Dr. Florence A. Smith	)		
Miss A. C. Cole	)		
J. G. Andison	)	French	
A. Lacey	)		

(3) Workers' Educational Association:

Brantford	-	W. L. Hutton, Science	\$100
Galt	-	Frank Ferguson, Economics	100
Hamilton	:	Alex. Wingfield, Psychology	100
		F.H.Kirkpatrick, Public Speaking	100
Kitchener	-	C. R. Philp, Economics	100
Oshawa	-	K. H. Rogers, Psychology	70
Peterborough	-	Eric W. Morse, Current Events	60
Port Hope	-	do. do.	60
St. Catharines	-	E. T. Salmon, do.	50
Toronto	:	K. S. Bernhardt)	50
		S. N. F. Chant ) Psychology	50
		W. G. Frisby, Public Speaking	100
		C. W. M. Hart, History of Society	100
		Bora Laskin, Labour Organization and its Legal Aspects	100
		L. T. Morgan, Democracy in Crisis	100
		J. F. Parkinson, Current Economic Problems	100
		J. D. Robins, English Composition	100
		Miss Mary Winspear, The Theatre and the Novel in Modern Life	100
		E. T. Waters, Science and Life	100



Instructors:

(4) Course in Occupational Therapy:

H. deW. Ball	- Anatomy	75
E. Fidler	- Physiology	150
W. E. Blatz	- Child Study	200
Miss Jean Hampson	- Practical Application of Occupational Therapy	100
J. H. Ryan	- Bookbinding	200
Miss Nora Lea	- History and Practice of Social Work	100
Ontario College of Art	- Plastic Arts, Metal Work	300
Miss Isobel Loudon	- Instructor in Art and Applied Design	675
Dr. Ruth Franks	- Psychiatry	200
G. W. Howland	- Neurology	60
A. T. McLachlan	- Instructor in Wood-working	600
W. K. F. Kendrick	- Psychology at the Margaret Eaton School	100
J. A. Falconer	- Cardiac Diseases	50
A. A. Fletcher	- Arthritis	30
E. H. Botterell	- Brain Injuries	30
F. I. Lewis	- Surgical Conditions	30
R. G. Armour	- Neurology	50
J. L. McDonald	- Orthopaedic Surgery	40
J. H. Elliott	- Tuberculosis	30
Miss Elizabeth Nowling	- Speech Correction	50
Norman Dean	- Workmen's Compensation Act	10

(5) Course in Physiotherapy:

H. deW. Ball	- Anatomy	75
E. Fidler	- Physiology	300
Dr. Jessie A. McGeachy	- First Aid	60
Superintendent of Nurses)		
School of Nursing,	) Instruction in Bedside Nursing	120
Toronto General Hospital)		

Hospital for Sick Children	- Use of pool for instruction, 8 weeks	40
D. S. Ainslie	- Physics (part time)	100
Miss F. M. Quinlan	- do.	100
Miss K. M. Crossley	- do.	100

Extension  
Courses  
re Social  
Science  
work

Authority was given for two Extension courses in connection with the Department of Social Science to be held during January, February and March, one a Course in Supervision and the other a Course in Social Case Work. The fee was fixed at \$10 for the first course and \$15 for the second, and the appointment of Miss Mary Turner as Instructor for these courses was made at a remuneration of \$600.

Salary of  
Professor  
Homer  
Thompson  
to be paid  
by Athens  
School and  
the Univer-  
sity

The President presented a letter from Mr. Louis E. Lord, Chairman of the Managing Committee of the American School of Classical Studies at Athens, regarding the salary of Professor Homer Thompson, half of which has been paid by the University and the other half by the Athens School, as according to the terms of his appointment Professor Thompson was to spend half the year in Greece. As Professor Thompson cannot return to Athens for his work next Spring, Mr. Lord

Professor  
Homer  
Thompson's  
salary  
(Cont'd)

asks if the University will assume half of the Athens School's share of his salary for the Easter Term 1940, amounting to \$500, and the School will supply the other half. The Board approved of the President's recommendation that this be done.

Amend-  
ments to  
Estimates

The following additional appropriations and transfer were authorized:-

Additional appropriations:

University Extension and Publicity:

"Teachers' Classes"	\$9,000
"Course in Physiotherapy"	1,500
"Course in Occupational Therapy"	1,000
"Short Courses"	500

Transfer:

University Extension and Publicity:

From the unused portion of the salary list	
To "Extra Clerical Assistance"	450

Other communications were presented and dealt with as follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the Board  
Statutes of Senate Numbers -

1450	-	Respecting certain amendments to the Calendar of the Faculty of Arts for the Session 1939-40
1451	-	" the Certificate in Business, and the Course of Instruction leading thereto
1452	-	" the Annie L. Laird Prize
1453	-	" the Romaine K. Ross Prize in Administrative and Municipal Law

which Statutes having been severally read were approved.

Exemption  
from fees  
for  
Exchange  
Students

Also from the Registrar with a recommendation of the Senate that exemption from fees be granted to four Exchange Students for the Session 1939-40, which was approved as follows:-

Enrolled in University College:

Dowding, G. H.	- University of British Columbia)	library,
Sohn, Miss Lillian	- University of Manitoba	) examination and
Young, Miss K. E.	- " " "	) tuition fees

Enrolled in Victoria College:

MacQuarrie, Miss F.R.-	Dalhousie University	- library and examination fee
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Fee for  
Diploma in  
Psychiatry

From Dr. C. B. Farrar stating that when the medical officers from the various Ontario Hospitals enrolled as candidates for the Diploma in Psychiatry for 1939-40 they were advised that the registration fee would be \$25, but that when the University found it necessary to increase the fees these candidates were unfortunately not informed of the increase, and Dr. Farrar felt that he could do no less than bring up the matter for



Fee for  
Diploma in  
Psychiatry  
(Cont'd)

whatever consideration and ruling might be made. After a discussion,

Upon motion of Mr. Ross,

Seconded by Mr. Morrow,

It was Resolved -

That the above-mentioned candidates be required to pay for this year only the same registration fee as prevailed in 1938-39, i.e., \$25.

School of  
Nursing  
Bursary  
Awards

From the Secretary of the Council of the School of Nursing requesting authority for payment of two bursary awards from the fund at credit of the School, and upon the President's recommendation approval was given for awards of \$200 each to Miss Jessie Shortreed and Miss Lola Wilson enrolled in the second year of the Undergraduate Course.

Deferring  
of Cody  
Scholar-  
ship in  
University  
College to  
H. Williams

From Principal Wallace stating that Harry Williams of Georgetown High School, the winner of the Henry John Cody Scholarship for 1939-40, would be unable, for financial reasons, to attend the University this year, and asking that he be allowed to defer the enjoyment of this scholarship until next year. Upon the President's recommendation the Board gave approval to this request.

Payments  
re Exten-  
sion  
Courses

From the Director of University Extension and Publicity requesting that payments be made from the following appropriations in his department provided for the purpose, of which the Board approved:-

From "Rural Tutorial Classes" -  
\$500 to Community Life Training Institute

From "Canadian Association for Adult Education" -  
\$1,000 to the Association

Replace-  
ment of  
Sextant  
loaned to  
University,  
and pay-  
ment to  
Professor  
Melson for  
services

Also from the Director of University Extension and Publicity stating that a sextant which the Dominion Government had loaned to the University for the Course in Aerial Navigation had in turn been loaned by Professor Melson to a man who asked for it last Spring for a week or two. When the time was up Professor Melson tried to locate the man but found that he had left the City immediately after obtaining the instrument. Professor Melson offered to pay for the sextant, valued by the Royal Canadian Air Force at \$192.15, and in view of the circumstances of the case the Board decided that he should replace it. The Board felt, however, that Professor Melson should receive remuneration for services rendered by him in connection with this course last year, for which he had not been paid, and approved of the payment of \$300 to Professor Melson for this work.

Bequest to  
Students'  
Adminis-  
trative  
Council

From Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, stating that he had been informed that Mr. G. S. Macdonald, a former student of the University of Toronto, had died in Florida and left an Estate valued at approximately \$23,000. The Will provides that the net annual income from the Estate is to be paid to a friend during his lifetime and upon his death the residue of the Estate shall be paid to the Students' Administrative Council. Mr. Macdonald requested that some definite policy be determined in connection with the handling of such funds, and the matter was referred to the Finance Committee for consideration with the suggestion that Mr. Macdonald be notified to attend the meeting at which it will be discussed.

Museum  
Board's  
letter of  
thanks to  
Bursar  
and staff,  
and resolu-  
tion that  
Museum  
funds be  
handled  
by the  
Bursar  
for  
1939-40

From the Secretary of the Board of Trustees, Royal Ontario Museum, conveying the appreciation of the Trustees to the Bursar and the staff of the Bursar's Office for the splendid service rendered the Museum during the past year and extending sincere thanks for the generous assistance given. Miss Reynar also transmitted a copy of the following resolution passed at the annual meeting of their Board:-

"Extract from the minutes of the Annual Meeting of the Board of Trustees of the Royal Ontario Museum held on November 17, 1939:-

'It was moved by Dr. Macdonald, and seconded by Sir Robert Falconer, and Resolved:

That the practice provided for in the General By-Laws whereby the funds for Maintenance and of the Special Grant shall pass through the hands of the Bursar be continued for the year 1939-40.'

The following donations were reported and were accepted with thanks and appreciation:-

Professor  
Ashley's  
gift re  
Parsons  
Scholar-  
ship

From Professor C. A. Ashley a cheque for \$125 to cover the first instalment of the S. R. Parsons Scholarship in Commerce and Finance for 1939-40, which had been carried on by the British American Oil Company for the past five years. In a letter to the Bursar Professor Ashley stated that he understood the President had hopes of persuading a daughter of the late Mr. Parsons to continue this scholarship but that as he felt there was some obligation to make the award last June he had undertaken to provide the funds if they did not come from elsewhere.



Grant from  
National  
Research  
Council re  
Aviation  
Medical  
Research

From the National Research Council a cheque for \$5,000 as a grant in connection with work on problems of Aviation Medical Research being conducted in the Department of Medical Research - Banting.

James W.  
Crocker  
Memorial  
Loan Fund

From the National Trust Company a cheque for \$500 representing this year's contribution by Mrs. William Crocker to the James W. Crocker Memorial Loan Fund in the Faculty of Applied Science and Engineering.

Allen-  
McKellar  
Memorial  
Prize in  
French

From Principal Wallace transmitting a recommendation of the Council of University College that an annual prize be established in honour of the late Professors Louis Allen and Herbert S. McKellar in the Department of French, and enclosing a cheque for \$1,000, as a capital sum, which had been handed to him by Professor W. J. McAndrew as Treasurer of the fund. The Board approved of the establishment of this prize upon the following terms of award:-

- "(1) The Prize shall be known as the Allen-McKellar Memorial Prize in French
- (2) The Prize shall be of the value of the income from \$1,000
- (3) This annual Prize shall alternate between Old French of the Third Year and French Phonetics of the First Year, to be awarded to the students ranking first in first class honours in the subjects of Old French and French Phonetics respectively. If no candidate qualifies under these conditions the Prize shall be awarded otherwise on the recommendation of the Department of French in University College."

Donation  
by Pro-  
fessors  
in  
Mathematics

The Bursar presented the following letter from the Registrar:-

"The Bursar,  
University of Toronto.

Dear Mr. Bursar:

Last May Professors Coxeter, Burk and Pounder, examiners in the Department of Mathematics, each received from an anonymous correspondent a registered letter postmarked Belleville. Each letter contained a request for the 'boosting' of the mark of a candidate, who had written upon three papers in Second Year Honour Mathematics for the purpose of completing the academic requirements for a specialist's certificate. Each envelope also contained the sum of \$25.00 in cash, although no reference to this money was made in the letter.

The three letters were brought to me by Dean Beatty, the Head of the Department, and under his direction I communicated with the District Director of Postal Services in an attempt to discover the name of the writer, but without success.

I then wrote to the candidate, who disclaimed all knowledge of these letters and the money and suggested 'that it be disposed of to some charitable use.'

Accordingly I submitted for the approval of the President a joint recommendation from the Dean and myself that the total sum of \$75.00 be placed at the disposal of the Department of Mathematics to be used as a bursary or bursaries for deserving students in that Department, to be awarded with the approval of the President on the recommendation of the Department of Mathematics.

Donation  
by Pro-  
fessors  
in  
Mathematics  
(Cont'd)

The President has concurred in the recommendation, and accordingly I enclose herewith the sum of \$75.00, to be awarded ultimately as a bursary or bursaries. Dean Beatty informs me that the Department will probably not wish to make a recommendation this year, as at present he is not in touch with any case of great need.

Yours very truly,

(Sgd) A. B. Fennell  
Registrar"

November 16th, 1939.

Before arriving at a decision as to the disposition of this money the Board referred the matter to the President for further information.

Funds for  
Investment

The Bursar reported that there would be available for investment in December approximately \$17,000, including a \$5,000 5½% County of Frontenac Debenture maturing on December 1st which was given for certain scholarships by the President and which he suggested might be re-invested with other University funds. The Chairman of the Finance Committee, Mr. Osler, was authorized to arrange for the investment of these funds.

By-Laws

The Chairman stated that at last he had been able to get a complete list of the existing By-Laws of the Board and that this was in the hands of the printer, and when galley proof copies were available for the Special Committee on the By-Laws the Committee would be convened.

Board  
Meetings  
in  
December

The Chairman explained that under the By-Laws only one regular meeting of the Board should be held in December, which would be on the second Thursday, but in view of the amount of business on hand it was decided that two meetings would be held in December, i.e., on the second and fourth Thursday.

The meeting adjourned at 5:50 p.m.

*Indefatigable  
m.B.*

Minutes confirmed

*Dec. 14<sup>th</sup> 1939*

*[Signature]*  
Chairman



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, December 14th, 1939, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)  
The President  
Dr. Gibson  
Mr. Burns

The Vice-Chairman  
Hon. Dr. Kelly  
Hon. Dr. Ferguson  
Mr. Neilly

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. Osler  
Mr. McDonnell  
Dr. Anderson

Mr. McCarthy  
Hon. Dr. Bruce

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

In connection with the request for exemption from taxation of members of the University's Employees' Pension Scheme, a further letter was read from Dr. Duncan McArthur, Deputy Minister of Education, stating that this request had been considered and that it was most doubtful if the Government would, in the present circumstances, amend the Succession Duty Act which might have the effect of reducing its revenue. He suggested, however, that if desired an amendment to the University Act might be submitted to the Minister of Education covering the question of the liability of the interest of an employee in the pension fund to attachment or seizure. The Secretary reported that it was felt by those particularly concerned that the present was not an opportune time to proceed with this suggestion but that the matter might be given consideration at some future date, and that the Deputy Minister had been so advised, to which suggestion the Board gave its approval.

Following the authority given the Chairman of the Finance Committee, Mr. Osler, to invest certain funds on hand, the Bursar reported that the proceeds of the \$5,000 County of Frontenac

Further  
letter  
from the  
Deputy  
Minister  
of Educa-  
tion re  
tax exemp-  
tion for  
members  
of Pen-  
sion Fund

Invest-  
ments

Invest-  
ments  
(Cont'd)

Debenture, given by the President for scholarship purposes, had been re-invested in \$5,000 Province of Ontario 3% Bonds, due 1st June, 1952-54 @ 95 to yield 3.44%.

Donation  
by Pro-  
fessors  
in Mathem-  
atics

The President reported that he had secured further information regarding the sum of \$75 transmitted anonymously to Professors Coxeter, Burk and Pounder of the Department of Mathematics in connection with the examinations of a candidate writing under the name of "Canoe", and after hearing the President's explanation of the case the Board ordered that this money was to be credited to the general revenue of the University and not used as a bursary in the Department of Mathematics as previously suggested.

Letters  
of thanks  
from Mrs.  
Rowell  
and  
Professor  
Homer  
Thompson

There were read letters from Mrs. N. W. Rowell conveying her husband's appreciation of the resolution passed by the Board upon his retirement; and from Professor Homer Thompson thanking the Board for the action taken in granting him an additional salary payment in view of his inability to return to Greece this year to continue his usual work there.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

The following for the Session 1939-40

Athletics & Physical Training - Men:

Instructors (part time):

L. W. Black)	- Boxing	\$250
M. Glionna )		250
G. Daly	- Wrestling	200

Faculty of Arts:

Chemistry:

J. C. Bond	- Assistant, January to May 1940 (inclusive)	175
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Geography:

Demonstrators (part time):

W. J. Eastaugh	- \$75	Miss N. Hooper	75
H. Markle	- 75	N. B. McElheran	75

Semitics:

M. T. Newby	- Reader	300
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Faculty of Medicine:

Anatomy:

C. G. Smith	- Lecturer (additional from School of Nursing)	200
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Radiology:

J. F. Hinds	- Senior Demonstrator and Research Assistant, from 15 December, 1939, to 30 June, 1940	\$75 per month
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Appoint-  
ments  
(Cont'd)

Faculty of Applied Science:

Mechanical Engineering:

Demonstrators:

D. R. Elliott	- Machine Design, from December 1939 to April 1940 (inclusive) \$165 per mo.
W. E. B. Parker	- Hydraulics, for 5 months from 1 December, 1939 \$160 " "

The appointment of H. S. M. Carver as Special Lecturer in the School of Architecture (vide folio 17) was amended (vice H. J. Burden on war service) by making the remuneration

\$1,250

University Extension & Publicity:

Correspondence Courses:

Appointments made under date of November 9th (vide folio 98) were amended as follows:

- (1) William Baird - appointment cancelled
- (2) the following additional appointment was made, remuneration to be paid upon certificate based on work done  
J. J. Bailey - Penmanship

Course in Aerial Navigation:

Appointments made under date of October 26th (vide folio 87) were amended as follows:

- (1) by deleting the name of Patrick Howard in connection with the Trans-Canada Air Lines and reducing the amount to \$600
- (2) by adding:  
Charles Burgess, Link Trainer Instruction 400
- (3) by inserting the name Gordon Rayner as Engineering Mechanic

Special Research:

Engineering Research:

J. L. McFarland	- Research Assistant in Architecture from 23 October to 23 November, 1939	125
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Psychiatric Research:

Appointments of the following persons made under date of March 9th (vide folio 315) were extended to 30 June, 1940:

N. L. Easton	-	\$ 300 per an.
C. R. Myers	-	100 " "
Miss Helen Algie	-	1,300 " "
Miss Katherine Robb	-	1,300 " "
Miss Louise Gillespie	-	825 " "

The title of Emeritus Professor was conferred upon Dr. Perry Goldsmith, Department of Oto-Laryngology, to date from 1 July, 1939.

Continua-  
tion of  
services  
of Dr. Jean  
F. Davey  
and leave  
of absence  
to Dr. Edith  
Gordon

In connection with the illness of Dr. Edith Gordon, the Board approved of the President's recommendation that the appointment of Dr. Jean F. Davey as Acting Medical Adviser for Women be continued to 30 June, 1940, and that Dr. Gordon's leave be extended to the end of the present academic year on half salary. The Bursar was instructed to ascertain certain information regarding what pension payment would be available for Dr. Gordon at the present time and what Government annuity might be purchased for her.

Leaves  
of  
absence

Other leaves of absence were granted as follows:-

For the duration of the war -

To Professor H. J. Burden of the School of Architecture,  
from October 30th, 1939.

To Dr. Milton H. Brown, Assistant Professor in the Department  
of Hygiene & Preventive Medicine, from December 5th, 1939.

To Professor J. G. FitzGerald an extension of sick leave for the  
balance of the academic year 1939-40.

Amend-  
ments to  
Estimates

The following additional appropriation and transfers  
were authorized:-

Additional appropriation:

University Extension and Publicity:

"Course in Aerial Navigation" \$1,000

Transfers:

Astronomy - at Observatory:

From "Supplies and Apparatus" 20  
To "Attendants and Incidentals"

Engineering Research:

Mechanical Engineering:

From "Salaries" 200  
To "Expenses"

The following matters were reported:-

Leaside  
Engineer-  
ing Co.  
patents

From Dr. Russell a letter stating that he had made several  
efforts to interest some people in the patents on the Engine Self-  
Starters owned by the Leaside Engineering Company but without success,  
and that he felt that nothing more could be done at the present time.

Gilchrist  
Bequest

From the Guelph Trust Company a cheque for \$300 on account of  
the legacy of \$1,000 payable under the Will of the late Archibald  
Gilchrist for the Department of Botany.

Bursary  
for John  
Thow from  
Alpha Chi  
Omega

From the Psi Psi Chapter of the Alpha Chi Omega Fraternity a  
cheque for \$70 as a further bursary contribution by them to be applied  
on account of the fees for 1939-40 of John Thow, Fourth Year Modern  
Languages.

The following communications were presented and dealt  
with as follows:-

Statute  
of  
Senate

From the Registrar transmitting for approval Statute of Senate  
No. 1454 respecting certain amendments to the Calendar of the Faculty  
of Arts for the Session 1939-40. This Statute having been read was  
approved.



Toronto  
Conserva-  
tory of  
Music  
By-Laws

From the Secretary-Treasurer of the Toronto Conservatory of Music transmitting draft of a petition and By-Laws approved by their Board and sent on for the approval of the University Board. There was also presented a letter from the University Solicitor giving his opinion upon certain points embodied in the By-Laws. This matter was referred for consideration to a Special Committee consisting of the Chairman of the Board, the President, and Mr. Burns, with power to act.

Resolu-  
tion from  
Alumni  
Federa-  
tion re  
war work

From the Secretary-Treasurer of the Alumni Federation transmitting a resolution of the Board of Directors outlining their desire to undertake some special patriotic war work and stating that suggestions tending towards a unified effort in conjunction with the University and affiliated organizations would be welcomed. This matter was referred to the President for consideration.

Request  
from  
Women's  
War Ser-  
vice  
Committee  
to use  
the name  
of the  
University  
and crest

From Mrs. D. Bruce Macdonald, as Secretary of the Women's War Service Committee of the University, requesting that their organization be permitted to use the name of the University of Toronto so that it would be known as "The University of Toronto Women's War Service Committee", and also that they be allowed the use of the University Crest on such note paper as may be required. Upon motion of Dr. Gibson, seconded by Mr. Neilly, consent was given to these requests.

Wallberg  
Loan  
Fund

From the Chairman of the Committee administering the Wallberg Loan Fund requesting that the sum of Twenty-five Hundred Dollars (\$2,500) be set aside from this fund for loans to needy students during the Session 1939-40, to which the Board gave approval.

Work re  
concen-  
trated  
human  
serum by  
Dr. C.H.  
Best

From Professor C. H. Best outlining the work now being conducted in the Department of Physiological Hygiene on the preparation of concentrated human serum, the plan being to prepare as much of this serum as possible and to make it available to Canadian medical units when they go to France or to other fronts. Professor Best stated that he was endeavouring to secure a suitable place for taking the blood samples from volunteers, among which have been some 400 students, and that while it is hoped the Red Cross or the Department of National Defence would eventually take over the cost of putting such a room in suitable condition, he requested that in the meantime Five Hundred Dollars (\$500) be set aside from his research fund for this purpose.

so that there would be no hitch in the arrangements. Upon the President's recommendation the Board authorized the appropriation of this amount from the Medical Research Best Fund.

Donation  
to Depart-  
ment of  
Social  
Science  
by Mrs.  
W. J.  
Hanna

From Miss A. C. McGregor, Assistant Director of the Department of Social Science, transmitting two cheques for \$482.87 and \$1,000 respectively, and stating that the first one was the balance of a cheque for \$500 given to Dr. Grauer by Mrs. W. J. Hanna of Sarnia to be used for any needs which he felt to be pressing in the department, and that the second amount of \$1,000 was a subsequent payment made by Mrs. Hanna to be added to the former. Miss McGregor requested in her letter that the total of \$1,482.87 be set aside as a special fund for the Department of Social Science against which payments could be made. The Board approved of this being done on the understanding that any such payments from this fund and any accounts in connection with the same be subject to the President's approval.

Payment  
by Insulin  
Committee  
to widow  
of Prof. O.  
Minkowski

Dr. Russell brought up the case of Professor O. Minkowski, who was one of the two workers who discovered in 1889 the relationship between the pancreas and diabetes which was instrumental in the discovery of Insulin [by Banting and Best] in 1921. Prior to his death in 1931 Professor Minkowski served as Chairman of the German Insulin Committee which was organized by the Insulin Committee of the University of Toronto, and his services were of a type for which payment of an honorarium would be in order. As the Insulin Committee had been asked to provide funds to enable Minkowski's widow to emigrate from Germany to Argentina and thus avoid the acute suffering and danger to which as a "non-Aryan" she was now subject in Germany,

It was moved by Dr. Russell,  
Seconded by Mr. Neilly,  
And Resolved -

That the Board authorize the Insulin Committee to pay a sum not exceeding the equivalent of Five Hundred Dollars (\$500) in Canadian funds to provide for Mrs. Minkowski's passage to Buenos Aires, such payment to be regarded as a posthumous honorarium for the services of the late Dr. O. Minkowski to the University of Toronto and to be made only if held permissible by the Dominion Authorities.

Bursary  
Awards in  
Faculty  
of  
Medicine

Awards of bursaries in the Faculty of Medicine for the Session 1939-40, as recommended by the Committee of that Faculty and the President, were confirmed to a total of \$4,375 as follows, together with an additional amount of \$100 to J. H. Fleming of the Fifth Year:-



Bursary  
Awards in  
Faculty  
of  
Medicine  
(Cont'd)

Outside Toronto

In Toronto

Sixth Year:

Butt, W.	\$150	Altwerger, H.	\$ 75
Hamilton, E.F.B.	150	Bryant, J.	150
Henderson, A.C.	100	Brown, N.L.	100
McCutcheon, J.V.	75	Goodman, S.	100
Rowland, W.A.	150	Howes, E.W.M.	100
Traynor, J.A.	50	Kerr, W.K.	100
		McGill, W.L.C.	100
		Manning, G.W.	75
		Smith, R.C.	100
		Snitman, H.	100
		Tepper, N.	75
		Zaritsky, M.	75

Fifth Year:

Bell, C.A.	75	Albertson, D.B.	100
Blahey, P.R.	25	Black, T.H.	150
Breithaupt, D.J.	150	Fineberg, J.	75
Hall, R.M.	75	Levitt, H.	75
McClure, W.G.	25	Marchant, P.	75
McElroy, D.K.	150	Weingarten, I.P.	75
MacKinnon, H.H.	100	Winston, Miss R.	75
Varty, H.H.	100	Winter, B.	75
Whiteside, Miss A.	150		

Fourth Year:

Davey, L.M.	50	Bohnen, D.R.	50
		Fireman, H.H.	75
		Gain, D.D.	100
		Lambert, H.J.	75
		Merritt, Miss R.I.	100
		Schnittman, M.	50

Third Year:

Dennis, F.T.	75	Campbell, E.B.	75
Stephenson, G.H.	75	Henderson, M.H.	75

B. & M. Graduates:

Best, D.W.	50
Best, S.C.	50
Chernovsky, Miss M.	25

Second Year:

Bardawill, C.J.	25	Cody, L.C.	25
		Wishart, J.M.	25

SUMMARY

Year	Outside Toronto					In Toronto					Total Number	Total Amount
	\$150	100	75	50	25	150	100	75	50	25		
6th	3	1	1	1		1	7	4			18	\$1,825
5th	3	2	2		2	1	1	6			17	1,550
4th				1			2	2	2		7	500
3rd			2					2	2	1	7	425
2nd					1					2	3	75
	\$900	300	375	100	75	300	1000	1050	200	75	52	\$4,375

Bursary  
Awards in  
School of  
Graduate  
Studies

Bursary awards in the School of Graduate Studies, as recommended by Dean Brett and the President, were also approved as follows:-

Springbett, B.M.	Department of Philosophy	\$100
Lipton, C.L.	do.	50
Chun Hsiu Wang, Miss	do.	30

Included in the list submitted was the name of David Easton but no authority was given for consideration in his case.

Property  
Committee  
Report

Report No. 213 of the Property Committee was read and upon motion of Dr. Gibson, seconded by Mr. Neilly, was approved as follows:-

The Property Committee begs to report to the Board of Governors:-

Financial  
losses by  
coal  
dealers

1. Your Committee has received a report from the Superintendent transmitting a request for consideration from certain coal dealers who were awarded tenders for the University's supply of coal for 1939-40 and who had sustained losses as a result of the increase in United States exchange. After a discussion of this matter,

It was moved by Dr. Bruce Macdonald,  
Seconded by Chief Justice Rose,  
And Resolved,

That the Committee recommends with regret that it cannot concur in the request of the two coal dealers affected, or any others who may possibly be involved in this connection.

Considera-  
tion re  
enlisting  
for men  
not on  
permanent  
staff

2. Regarding the regulations adopted by the Board providing consideration for men engaged in war service, the Superintendent suggests that in so far as these regulations affect wages and re-employment they be applied to men not on the permanent staff and therefore not on the pension scheme, who have been employed eleven out of the last twelve months previous to enlisting and for whose wages definite appropriations have been provided in the Estimates. Your Committee concurs in this suggestion and recommends it for the approval of the Board.

License  
re Nos.  
74-76  
College  
Street

3. Your Committee has considered the application referred to it by the Board from Mr. George Doxsee, a chiropractor, through his solicitor, Mr. G. B. Bagwell, for permission to use the property Nos. 74-76 College Street, recently acquired by him, for the business in which he is engaged. Your Committee recommends that under the proposed conditions of occupation outlined by Mr. Bagwell no charge be made by the University, providing there is no change in the conditions relating to ingress or egress for business purposes.

Renewal  
of Fire  
Insurance  
Schedule

4. Your Committee has considered at length the question of the renewal of the General Fire Insurance Schedule for a further period of three years from 1st January, 1940, and begs to make the following recommendations:-

(1) That the suggestion of Mr. A. M. Colberg of Messrs. Irish & Moulson, as contained in a letter dated December 4th, 1939, that a blanket coverage be adopted rather than mentioning amounts for specific risks, be approved.

(2) That the Bursar be instructed to secure from Mr. Colberg information regarding all the companies at present shown in the schedule to satisfy him that all companies are financially strong.

(3) That the usual practice of having cheques in payment of premiums transmitted by the Bursar to the agents concerned be continued.



Renewal of  
Fire Insur-  
ance  
Schedule  
(Cont'd)

(4) That the list of companies and agencies on the schedule remain as at present except that any amount in excess of Four Hundred Thousand Dollars (\$400,000) at present allocated to any agency, plus any increase in the total coverage in the schedule upon this renewal, be transferred to Irish & Maulson in accordance with the understanding that this firm should receive consideration in recognition of the work done when the schedule was revised in March, 1938.

All of which is respectfully submitted.

(Sgd) John J. Gibson

5th December, 1939.

Chairman

Plans for  
debenture  
indebted-  
ness of  
Townships  
of York,  
East York  
and  
Scarboro

The Bursar reported that he had received forms in connection with the re-adjustment of the following debentures held by the University:-

(1) Township of York	-	\$16,000.00
(2) Township of East York	-	30,000.00
(3) Township of Scarborough	-	73,697.27

It was moved by Dr. Gibson,  
Seconded by the President,  
And Resolved -

That the Chairman and the Bursar be authorized to sign the forms of approval and proxy in connection with any order or orders of the Ontario Municipal Board for the purpose of authorizing, implementing and carrying into effect a plan for the Re-adjustment and Re-organization of the Debenture Indebtedness of the Townships of York, East York and Scarborough.

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on 9th November, 1939, and the same was laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of December and the first part of January. Ordered that an Accountable Warrant for Three Hundred Thousand Dollars (\$300,000) be issued to the Bursar.

President's  
Annual  
Report

The President presented his annual report upon the work of the University and its Colleges for the year ending 30th June, 1939, and the same was ordered to be printed and transmitted to the Legislative Assembly in the usual manner.

Resolution  
re enlist-  
ment in  
R.C.A.F. of  
Mr. George  
McCullagh

Mr. Burns stated that Mr. McCullagh had enlisted in the Royal Canadian Air Force, and

It was moved by Hon. Dr. Ferguson,  
Seconded by Mr. Neilly,  
And Resolved -

That whereas it has been announced that Mr. C. George McCullagh, a member of this Board, has enlisted in His Majesty's forces for the duration of the war, we, the Governors of the University of Toronto, desire to record our appreciation of his patriotic action involving great sacrifice and serving as a fine example, and hereby instruct the Bursar to make such entry on the minutes in order to express the sense of honour felt by his fellow members.

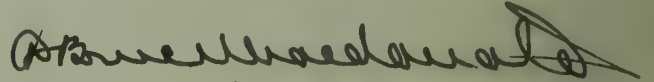
Confer-  
ence  
between  
members  
of the  
Board  
and the  
Govern-  
ment

The Chairman informed the Board that he had been in touch with the Deputy Minister of Education in connection with University affairs and that Dr. McArthur had promised to arrange for a conference between members of the Board and of the Government at an early date.

The meeting adjourned at 5:40 p.m.

*Indexed  
m.B.*

Minutes confirmed



Chairman



Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, January 11th, 1940, at  
4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The Chancellor	The President
Mr. Morrow	Mr. McDonnell
Mr. Neilly	Mr. Burns
Hon. Dr. Bruce	Dr. Anderson
Dr. Gibson	

The Bursar was present as Secretary

Before proceeding with the business of the meeting the  
Secretary reported that he had been informed on behalf of the following  
members that they would be unable to attend:-

Chief Justice Rose	Mr. McCullagh
Mr. Rogers	Mr. Bryce

The minutes of the last meeting were read and confirmed  
with the deletion, at the suggestion of the Chancellor, of the words  
"by Banting and Best" (vide folio 124) in the minute relating to the  
payment of \$500 authorized by the Board to the widow of Professor  
Minkowski from the funds of the Insulin Committee.

Arising out of the minutes the following matters were  
reported:-

The Chairman stated that acting on the information he  
had received from the President that neither he nor the Bursar had  
much business for the Board to discuss, he had cancelled the meeting  
called for Thursday, December 28th, 1939, between Christmas and New  
Year's.

The following report of the Special Committee on the  
Toronto Conservatory of Music, to which was referred for consideration,  
with power to act, the draft of a petition and By-Laws submitted by  
the Conservatory Board, was read as follows and confirmed:-

Deletion  
from  
minutes

Cancel-  
lation  
of Board  
meeting

Toronto  
Conser-  
vatory  
of Music  
By-Laws

Toronto  
Conser-  
vatory  
of Music  
By-Laws  
(Cont'd)

To the Board of Governors:

Gentlemen:-

Your Committee appointed to consider and deal with the request of the Toronto Conservatory of Music for approval of their suggested re-organization beg to report that we have examined all the documents in the matter and we have approved of the suggestion, and the Board of the Toronto Conservatory of Music have been informed of the approval.

Respectfully submitted,

(Sgd) D. Bruce Macdonald

Chairman of the Committee

21st December, 1939.

In this connection there was presented a letter from the Secretary-Treasurer of the Conservatory advising that a Special General Meeting would be held on Wednesday, January 24th, 1940, at 4 p.m. for the following purposes:-

(a) To consider, and if deemed advisable, to ratify, sanction and confirm By-Law "C", authorizing a petition to the Lieutenant-Governor of the Province of Ontario, for Supplementary Letters Patent.

(b) To act upon such other business as may properly come before the meeting.

Upon motion of Mr. Neilly, the Chairman and the President were asked to attend this meeting as representatives of the Board, at which it was understood Mr. McDonnell and Mr. Burns, who were members of the Conservatory Board, would also be present.

Death of  
Dr. Edith  
Gordon  
and con-  
tinuation  
of Dr. Jean  
F. Davey

The Secretary reported that in connection with the information which he had been requested to obtain regarding the pension which would be payable to Dr. Edith Gordon, as Dr. Gordon had died on 19th December he had conveyed to the family the information received from the Teachers' Insurance and Annuity Association in connection with her annuity contract with them. The Association's letter stated that this contract provided for monthly instalments over a ten year period, but that in order to expedite the prompt settlement of the Estate they would be willing to settle it in a lump sum, which would amount to \$6,912.15 as of 1st January, 1940. Their letter further stated that they had not yet heard from the Public Trustee at Osgoode Hall as to who would be named as the executor or administrator of the Estate.

In this connection the President reported that Dr. Jean F. Davey was continuing in charge as Acting Medical Adviser for Women until 30 June, 1940, as previously arranged.



Letter  
of thanks  
from Mr.  
George  
McCullagh

The Secretary read a letter from Mr. George McCullagh thanking the Board for the resolution passed by them upon his enlistment in the Royal Canadian Air Force.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

The following for the Session 1939-40

Faculty of Arts:

Chemistry:

E. Chadwick - Laboratory Attendant, from  
8 January, 1940 (vice G.  
Wood, resigned) \$11 per week

Botany:

Dr. Kathleen L. Hull - Class Assistant (vice D.  
C. McPherson, resigned) \$100

The appointment of Miss D. W. Kirk as Class Assistant  
in Botany (vide folio 74) was amended by making the  
remuneration (vice D. C. McPherson, resigned) 400

Faculty of Medicine:

Pathology & Bacteriology:

Demonstrators:

Dr. Margaret A. Daley - \$100 W. L. Donohue 100  
J. H. Shaw - 100

Surgery & Clinical Surgery:

Assistant Resident Fellows:

W. S. Anderson (vice H. Hayward, deceased) 300  
H. V. Slemon (vice C. P. McCormick, on leave of  
absence) 150

Therapeutics:

J. Chassels - Junior Demonstrator in Anaesthesia  
(vice S. M. Campbell, on leave  
of absence) 150

The appointment of S. A. Thomson as Fellow in the  
Department of Surgery (vide folio 21) was amended by  
making the remuneration 2,200

Faculty of Applied Science:

School of Architecture:

H. S. M. Carver - Instructor (cancelling previous  
appointments) 1,800

School of Nursing:

Lecturers:

Dr. Norma H. C. Ford - Biology 300  
C. G. Stogdill - Mental Hygiene 100  
A. D. A. Mason - Oral Hygiene 40

Mrs. Eileen Troop - Clerical Assistant, from  
1 January, 1940 \$80 per month

Women's Residences and Union:

Miss Phyllis West - Temporary Substitute Dietitian,  
U.C. Women's Union, for one month  
from 11 January, 1940 (vice Miss  
Jessie Barber and Miss V. Murphy  
on leave of absence) \$100

Death of  
Professors  
Coombs  
and Jones

The Bursar reported the death on 16th December, 1939, of F. E. Coombs, Professor of Methods in Elementary Education, and also the death on 5th January, 1940, of G. M. Jones, Professor of Methods in English and History, both members of the staff of the Ontario College of Education.

Leaves  
of  
absence

Leaves of absence were granted as follows:

For the duration of the war -

To Dr. F. G. Kergin, Fellow in the Department of Surgery, from December 2nd, 1939.

To Dr. C. P. McCormick, Assistant Fellow in Surgery (Resident) from January 1st, 1940.

To Miss Jessie Barber and Miss Violet Murphy, dietitians in the University College Women's Union, sick leave with salary for one month from January 11th, 1940.

To Mrs. Helen Hogg, a Research Associate in the Department of Astronomy, leave of absence without salary for the Session 1940-41 in order to become temporary head of the Astronomical Department of Mount Holyoke College for that Session.

Amend-  
ments to  
Estim-  
ates

Authority was given for a transfer of \$300 from the unexpended balance in the salary appropriation arranged for Dr. G. Lyman Duff to the appropriation for "Demonstrators in Pathology" in the Department of Pathology and Bacteriology.

Business  
Courses  
in Univer-  
sity  
Extension  
Depart-  
ment

The President presented a letter from the Director of the Department of University Extension and Publicity making the following recommendations in connection with the holding of certain Business Courses, to which the Board gave its approval:-

(a) Foreign Exchange, at the request of the Canadian Credit Men's Trust Association, consisting of ten lectures at a fee of \$5 per student;

(b) Investments, in co-operation with the Investment Dealers' Association of Canada, consisting of ten lectures at a fee of \$5 per student;

(c) Marketing, sponsored by the Advertising and Sales Club of Toronto, at a fee of \$5 per student instead of the \$3 fee charged last Session;

(d) that the Course in Secretarial Practice, to which the Chartered Institute of Secretaries in England has contributed \$250 a year, be re-organized and conducted directly in co-operation with the Toronto Branch of the Institute in order that the instruction may prepare students for the examinations of that organization.

(e) that as these business courses, which have heretofore been carried under the vote for "Evening Tutorial Classes", are increasing in number, a separate appropriation under the heading of "Business Courses" in the amount of \$3,000 be authorized.



Exemption  
from fees  
for  
Evening  
Classes

The President also presented another letter from the Director of the Department of University Extension and Publicity recommending that members of His Majesty's Canadian Forces, in uniform, be allowed to attend, without fee, any of the existing Evening Tutorial Classes, to which the Board also gave its approval.

Mississippi  
Land  
Company

There was presented a letter from the Mississippi Land Company enclosing form of proxy for the annual meeting of the Company to be held on Tuesday, January 2nd, 1940, at St. Paul, Minnesota, and stating that for the convenience of the majority of the stockholders the meeting would be adjourned to Monday, January 22nd. Upon motion of Dr. Gibson the Board instructed the Secretary to obtain from the Company a list of its officers, shareholders and stockholders, a copy of the latest annual report, and any other information regarding the Company's capital, etc., that was available.

Other communications were presented and dealt with as follows:-

J. S.  
McLean  
Scholar  
ships

From Principal Wallace of University College recommending that another J. S. McLean Scholarship of the value of \$150 be added to the four already provided for, in view of the increase in the income from which these scholarships are paid. The Board approved of this recommendation, which had been concurred in by the President, and also authorized that the new scholarship carry free tuition similar to the other McLean scholarships. This would not mean any increase of scholarships with free tuition since the University Tours Scholarship, formerly given by Mr. K. B. Conn, had been cancelled and would not be awarded in the future.

Fees in  
Ontario  
College  
of Edu-  
cation

From Dean Althouse regarding a charge of \$12 made against Mr. H. M. Steeper, who withdrew from the Ontario College of Education on 1st November, 1938, and who is in attendance again this Session. The Dean forwarded a letter from the Deputy Minister of Education approving of the cancellation of this charge, and suggesting that a clause be inserted in the Calendar of the forthcoming Session 1940-41 to the effect that a student must pay at least \$50 of the required fees before proceeding with the work of the Easter Term. The Board concurred in the Deputy Minister's recommendations.

Students'  
Adminis-  
trative  
Council  
Loans

From the Secretary-Treasurer of the Students' Administrative Council requesting that authority be given to make available for loans to students the repayments that have already been made, amounting to \$3,000, together with a further appropriation of \$3,000 from the surplus account of the Council. Upon the recommendation of the President this request was granted.

Resigna-  
tion of  
Miss A.M.  
Gall,  
Bursar's  
Office

From Miss A. M. Gall tendering her resignation, on account of ill health, of the position as Chief Clerk in the Secretarial Branch of the Bursar's Office, and requesting that she be retired on pension under the regulations.

It was moved by Mr. Morrow,  
Seconded by Mr. Neilly,  
And Resolved,

That Miss Gall's resignation be accepted with very sincere regret and that she be retired on full pension, viz: \$1,025.04 per annum, as of 1st January, 1940, due to physical disability, even though, according to the regulations, she was four years short of the retirement age; and that in recognition of her thirty-five years of service an honorarium of \$512.50 be granted to her, being the amount appropriated for her salary (part time) for the six months ending 30th June, 1940.

Letter of  
thanks  
from Miss  
Mary E.  
Turton

From Miss Mary E. Turton, one of the English School Girls in Major Ney's party, thanking the President for the kindness and trouble taken on her behalf during her stay in Toronto after the outbreak of war, and expressing gratitude for being allowed to become a student at the University of Toronto, about which she would tell her tutors at Oxford University.

The following donations were reported and were accepted with thanks and appreciation:-

Rocke-  
feller  
Founda-  
tion  
grant to  
School  
of Hygiene

From the Board of Scientific Directors of the Rockefeller Foundation a grant of \$7,000 a year for three years to make possible the appointment of additional personnel in the Departments of Epidemiology and Biometrics, and of Physiological Hygiene, in the School of Hygiene.

Josiah  
Macy Jr.  
Founda-  
tion  
grant to  
Medical  
Research,  
Banting

From the Josiah Macy, Jr. Foundation, New York, a cheque for \$1,800, in U.S. funds, as the final payment on the grant of \$3,600 for the year 1939-40 made to the Department of Medical Research - Banting in support of the investigations on neurogenic and hormonal influences upon the cardio-vascular system by Dr. G. E. Hall.



Grant re  
Geophysics  
from Mr.  
Joseph  
Errington

From Mr. Joseph Errington a cheque for \$1,000 as part of a contribution which he is making towards the expenses of a Geophysical party, under Dr. A. A. Brant of the Department of Physics, which is to work at Steep Rock Lake. In this connection the Board gave authority for this sum to be credited to the McLennan Fund, at the request of Professor Burton, and to be drawn upon from time to time to meet the expenses of the party.

Arthur  
Cohen  
Scholar-  
ship

From Mr. and Mrs. Arthur Cohen the sum of \$1,000 to supplement the funds already provided by them for the Arthur Cohen Scholarship, plus an additional \$80 from Mr. Cohen required to make up the award for 1939-40.

Prizes in  
Law from  
Mr. Harold  
G. Fox

From Mr. Harold G. Fox, K.C., St. Catharines, through Professor W. P. M. Kennedy, a cheque for \$250 to cover for a period of five years two prizes in the Honour Course in Law. This matter was referred to the Senate for settlement of the academic details.

Invest-  
ments

The Bursar reported the purchase on December 19th, 1939, of the following bonds on instruction of Mr. Osler, Chairman of the Finance Committee, who had been authorized by the Board to select securities for investment:-

\$12,000 Province of Ontario  $3\frac{1}{2}\%$  Bonds, due 1st December, 1949-51, @ 99.75 to yield 3.52%

Invest-  
ment in  
Canada's  
War Loan

There was read a letter from the Hon. Charles A. Dunning, Chairman of the National Subscription Committee for the Dominion of Canada's First War Loan, requesting for the Committee's representative a sympathetic reception in connection with a subscription from the University. The Bursar having reported that there would be approximately \$125,000 available for investment on 15th January,

It was moved by Dr. Gibson,  
Seconded by Mr. Morrow,  
And Resolved,

That authority be given for the purchase, through the Hon. Charles A. Dunning, of One Hundred and Twenty-five Thousand Dollars (\$125,000) of  $3\frac{1}{4}\%$  Dominion of Canada First War Loan Bonds, dated 1st February, 1940, in denominations of \$10,000.

Account-  
able  
Warrants  
for  
Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on 14th December, 1939, and the same was laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of January and the first part of February. Upon motion of Dr. Gibson it was ordered that Accountable Warrants for Twenty-five Thousand Dollars (\$25,000) and Two Hundred and Seventy-five Thousand Dollars (\$275,000), respectively, be issued to the Bursar.

Toronto  
General  
Hospital  
Trustee

Upon motion of the President, Dr. T. A. Russell was re-appointed a Trustee of the Toronto General Hospital for the statutory period of three years from 31st January, 1940.

Special  
Board  
Meeting  
for con-  
sider-  
ation of  
By-Laws

The Chancellor presented his report as Chairman of the Special Committee appointed to consider the By-Laws and Rules of Procedure of the Board of Governors. Mr. Neilly suggested that possibly a special meeting might be held for consideration of this matter, and it was decided to call this meeting for Monday, January 15th, at 3:30 p.m. The Secretary was instructed to inform Dr. Bruce and Mr. McDonnell of this decision, and also to notify all the members of the Board that a special meeting was being held for this purpose.

The meeting adjourned at 5:25 p.m.

*Indefinite  
M.B.*

Minutes confirmed  
*Jan. 25<sup>th</sup> 1940*



Chairman



Minutes of a Special meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Monday, January 15th, 1940, at 3:30 p.m., to consider the report of the Special Committee on the By-Laws and Rules of Procedure of the Board of Governors of the University.

Present -

The Chairman (Dr. Macdonald)  
The Chancellor  
Mr. Burns  
Mr. Neilly  
Mr. Bryce  
Mr. Young

The Vice-Chairman  
The President  
Hon. Dr. Kelly  
Dr. Anderson  
Mr. Morrow  
Mr. Ross

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Chief Justice Rose  
Hon. Dr. Ferguson  
Mr. Rogers

Mr. McCarthy  
Mr. McDonnell  
Hon. Dr. Bruce

The following report was presented by the Chancellor as Chairman of the Committee:-

To the Board of Governors of the University of Toronto:

Gentlemen:-

On the 27th of April, 1939, on motion of the undersigned, seconded by Dr. Ferguson, your Board passed the following resolution:

"That a Committee composed of the Chairman, the Vice-Chairman, the President, the Hon. Mr. Justice Kelly, the Hon. Dr. Ferguson, the Hon. Dr. Bruce, Mr. Young and the Mover be and the same is hereby appointed to consider and report what, if any rules of procedure it would be advisable for the Board to adopt."

Some six months elapsed without the Committee being convened, and at a meeting of the Board I enquired of the Chairman when it would be convened to which he replied that he was causing a search to be made in the minutes of the Board with a view to ascertaining what were the existing rules of the Board and that the delay was occasioned by illness of the clerk who was making the search and who was to extract from the minutes any rules established by the Board.

On the 11th of December the Committee was convened and on motion of the Chairman of the Board I was chosen Chairman of the Committee.

The Bursar delivered to the Committee a copy of the rules extracted by the clerk from the minutes of the Board.

There was not amongst them any rule declaring that the first named member of a committee was its convener.

The Committee considered the rules extracted by the clerk from the minutes using them as a foundation for their deliberations and beg to recommend to the Board that the following annexed rules be adopted.

The Committee was unanimous with the exception of proposed rule No. 30 S.S. 1:-

"Dr. Bruce urged that reading of the minutes of a previous meeting be not required but that in lieu thereof a copy be sent to each member of the Board a reasonable time before the next meeting."

The majority of the Committee approved of proposed rule No. 30 S.S.1.

(Sgd) W. Mulock

11 January, 1940.

Chairman of the Committee.

The Chairman of the Board explained to the Chancellor that he had not stated that a rule or by-law of the Board provided that the first named as a member of a Committee should be its convener, but had said that where a Committee was appointed without one of its members being named convener or chairman it was customary that the first named should be charged with the duty of calling the Committee together. With this explanation the Chancellor agreed to have the statement withdrawn from the report.

The Chairman of the Board stated that it had been suggested that in considering the By-Laws in detail the Board should move into a Committee of the Whole and appoint a presiding Chairman. He further stated that personally he had no objection to such action being taken and had no desire to preside as Chairman during the consideration of the By-Laws.

It was then moved by the Chancellor, and seconded by Mr. Justice Kelly, that the Board resolve itself into a Committee of the Whole and appoint a chairman to preside over the meeting during the consideration of the By-Laws. Upon being put the motion was lost and the Board proceeded as a Board to consider the By-Laws.

The By-Laws were adopted as follows:-



## General By-Laws of the Governors of the University of Toronto

BE IT ENACTED by the Governors of the University of Toronto as follows:

1. Except in the months of July and August the regular meetings of the Board of Governors shall be held on the second and fourth Thursday of every month, at four o'clock in the afternoon, in the Board Room of the University or at such other place as the Board may from time to time determine, and written notice of every such meeting shall be posted to each member of the Board at least three days before the time fixed for holding the meeting. Such notice shall set forth reasonable information respecting matters other than routine that are expected to be brought before the Board.

2. If the day appointed for a regular meeting of the Board be a holiday, as defined by the Revised Statutes of Ontario, such meeting shall be held on such other day as the Board may direct, at the place and hour above mentioned.

3. Special meetings of the Board may be held at any time, upon the call of the Chairman, or in his absence, of the Vice-Chairman, or in the absence of both, of two members of the Board, notice of which, stating the purposes of the meeting, shall be given to each member. A special meeting of the Board may, and on requisition of not fewer than five members shall, at any time be called by the Chairman, or the Vice-Chairman, on not less than three days' notice, for the transaction of such business only as may be specified in the notification of such meeting.

4. All questions at a meeting of the Board shall be decided by a majority of votes of the Governors present. The Chairman or Presiding Officer may vote on all questions, and any question on which there is an equality of votes shall be deemed to be negatived.

5. A record of the proceedings of all regular and special meetings of the Board shall be kept in a book provided for that purpose, and the minutes of every such meeting shall be read at the next meeting of the Board, and shall be signed by the Presiding Officer after being adopted by the Board, and such minutes shall at all times be open to the inspection of any Governor.

### STANDING COMMITTEES

6. (1) The Standing Committees shall be appointed at the first regular meeting in October in each year.

(2) The Chancellor, the President of the University, and the Chairman of the Board, shall be ex-officio members of all Standing Committees.

(3) A record of the proceedings of all regular and special meetings of the Standing Committees shall be kept in a book provided for that purpose, and the minutes of every such meeting shall be read at the next meeting of the Committee and, when approved, shall be signed by the Chairman.

### EDUCATION COMMITTEE

7. (1) There shall be a Standing Committee to be called the EDUCATION COMMITTEE which shall report upon such educational questions and matters as have been referred to it by the Board.

(2) In addition to the ex-officio members the Committee shall consist of seven other Governors to be named by the Board; four members shall constitute a quorum.

### FINANCE COMMITTEE

8. (1) There shall be a Standing Committee to be called the FINANCE COMMITTEE.

(2) In addition to the ex-officio members the Committee shall consist of eight other Governors to be named by the Board; four members shall constitute a quorum.

(3) The Committee shall carry out all investments, loans and payments authorised by the Board, and shall supervise generally all the finances and shall investigate all accounts and expenditures, and advise and direct the Bursar in respect of all such matters, subject to the approval of the Board.

(4) The Committee shall in each year prepare and submit to the Board an estimate in detail of the moneys required during the ensuing financial year for the purposes of the Board.

(5) The Committee shall at the close of each financial year prepare and submit to the Board a full statement of the finances of the Board for the past year, and it shall prepare and submit to the Board the Annual Report referred to in Sub-section 2 of Section 38 of the University Act (R.S.O. 1937, c. 372).

### PROPERTY COMMITTEE

9. (1) There shall be a Standing Committee to be called the PROPERTY COMMITTEE.

(2) In addition to the ex-officio members the Committee shall consist of eight other Governors to be named by the Board; four members shall constitute a quorum.

(3) The Committee shall supervise and report to the Board on all questions relating to the purchase, sale and leasing of lands and grounds, the erection, maintenance, repairs, extension, improvement, heating and lighting of the buildings, and the laying out, caring for, and management of the grounds.

### HOSPITAL RELATIONS COMMITTEE

10. (1) There shall be a Standing Committee to be called the COMMITTEE ON HOSPITAL RELATIONS.

(2) In addition to the ex-officio members the Committee shall consist of four other Governors to be named by the Board; four members shall constitute a quorum.

(3) The Committee shall consider and report to the Board upon all questions referred to it arising out of the relations between the Board and the governing body of any Hospital or Hospitals, and involving the interests of the University of Toronto on the one part and such Hospital or Hospitals on the other.

### COMMITTEE ON UNIVERSITY COLLEGE MATTERS

11. (1) There shall be a Standing Committee to be called the COMMITTEE ON UNIVERSITY COLLEGE MATTERS.

(2) In addition to the ex-officio members the Committee shall consist of six other Governors to be named by the Board; four members shall constitute a quorum.

### COMMITTEE ON HART HOUSE MATTERS

12. (1) There shall be a Standing Committee to be called the HART HOUSE COMMITTEE.

(2) In addition to the ex-officio members the Committee shall consist of five other members of the Board; four members shall constitute a quorum.



(3) The Committee shall, in so far as this Board is entitled thereto, have control of Hart House and the right to regulate the use thereof.

#### CONNAUGHT LABORATORIES COMMITTEE

13. (1) There shall be a Standing Committee to be called the CONNAUGHT LABORATORIES COMMITTEE.

(2) In addition to the ex-officio members the Committee shall consist of the Chairman of the Board's Finance Committee, and four Governors to be appointed from time to time by the Board. One of these eight members shall be appointed by the Board to be chairman of the Committee, and the Committee may appoint another member to be its vice-chairman.

Meetings of the Committee shall be held at such place in the City of Toronto and at such times as the chairman may appoint. Meetings may also be called by the vice-chairman or any two members of the Committee.

Written notice of a meeting shall be given to each member of the Committee at least 48 hours prior to the date appointed for the meeting by being mailed in Toronto, postage prepaid, to each member addressed to him at his address as appearing in the records of the Committee. A meeting may also be held without notice if all the members are present and consent thereto or those absent approve in writing the business transacted thereat. A resolution signed by all members of the Committee shall have the same force and effect as if passed at a regularly constituted meeting.

The accidental omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.

The chairman of the Committee shall preside at meetings and in his absence the vice-chairman. If both the chairman and vice-chairman are absent the members present shall appoint one of their number acting chairman to preside at the meeting.

Three members of the Committee shall constitute a quorum.

Each member of the Committee present at a meeting shall be entitled to one vote. Questions arising at meetings shall be decided by a majority of votes of the members present.

(3) Subject always to the jurisdiction of the Board and subject also to the following regulations the Committee shall act for the Board in and in relation to the affairs of the Connaught Laboratories of the University:

(a) The accounts of the Laboratories shall be audited by the University auditors and the audited financial statement accompanied by the annual report of the Committee for the fiscal year ended March 31st shall be submitted to the Board not later than the last meeting of the Board in June; and the Committee shall also submit reports to the Board from time to time as the Committee may desire or be required so to do;

(b) On or before the 30th day of June in each year any moneys received in connection with the carrying on of the work of the Laboratories and considered by the Committee to be not required for the operations of the Laboratories during the ensuing year shall be transmitted by the Committee to the Board and held or invested by the Board for the account of the Laboratories;

(c) The signing officers for any of the banking accounts in which the moneys received in connection with the carrying on of the work of the Laboratories are deposited shall from time to time be appointed by the Committee but all these signing officers shall be members of the Committee or bonded employees of the Laboratories;

(d) Not later than March of each year the Committee shall submit to the Board a statement of estimated revenue and expenditure for the Laboratories' ensuing financial year;

(e) As at the 31st day of March in each year the University auditors shall furnish the Committee with a statement of moneys held or invested by the Board for the account of the Laboratories;

(f) Appointment of employees to work in the Laboratories may be made by the Committee provided that the terms of the employment of any person so appointed are such that his employment may be terminated by his being given not more than one month's notice;

(g) Any proposed agreements other than those of a minor nature relating to routine matters in connection with the affairs of the Laboratories shall be submitted to the Board and if approved executed by the proper officers of the Board.

(4) There shall be a Director of the Connaught Laboratories who shall be appointed by the Board on recommendation of the President. The Director shall be the chief executive officer of the Laboratories, and shall be charged with the duty of carrying on the work of the Laboratories, for which he shall be responsible to the President in matters falling within the scope of section 80 of the University Act and to the Committee in all other matters. Subject to the jurisdiction of the President and the Committee as aforesaid the Director shall have general supervision over and direction of the work of the Laboratories, and the staff thereof, and the officers and servants employed in or in connection with such work, and shall also have such other powers and perform such other duties as from time to time may be conferred upon or assigned to him by the President or by the Committee.

#### INSULIN COMMITTEE

14. (1) There shall be a Standing Committee to be called the INSULIN COMMITTEE, hereinafter referred to as the Committee.

(2) In addition to the ex-officio members the Committee shall consist of five other Governors to be appointed from time to time by the Board. One of these eight members shall be appointed by the Board to be chairman of the Committee, and the Committee may appoint another member to be its vice-chairman.

(3) There shall be a Committee Advisory to the Insulin Committee, which shall consist of not less than six persons to be appointed from time to time by the Board, hereinafter referred to as the Advisory Committee.

(4) Meetings of the Committee shall be held at such place in the City of Toronto and at such times as the chairman may appoint. Meetings may also be called by the vice-chairman or any two members of the Committee.

Written notice of a meeting shall be given to each member of the Committee and of the Advisory Committee at least 48 hours prior to the date appointed for the meeting by being mailed in Toronto, postage prepaid, to each of these members addressed to him at his address as appearing in the records of the Committee. A meeting may also be held without notice if all the members of the Committee are present and consent thereto or those absent approve in writing the business transacted thereat. A resolution signed by all members of the Committee shall have the same force and effect as if passed at a regularly constituted meeting.

The accidental omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.



The chairman of the Committee shall preside at meetings and in his absence the vice-chairman. If both the chairman and vice-chairman are absent the members present shall appoint one of their number acting chairman to preside at the meeting.

Three members of the Committee shall constitute a quorum.

Each member of the Committee present at a meeting shall be entitled to one vote. Questions arising at meetings shall be decided by a majority of votes of the members of the Committee present.

(5) Subject always to the jurisdiction of the Board and subject also to the following regulations the Committee shall act for the Board in and in relation to the affairs of the Committee:

- (a) The accounts of the Committee shall be audited by the University auditors and the audited financial statement accompanied by the Committee's recommendations as to disposition of any surplus shown in these accounts for the fiscal year ended July 31st shall be submitted to the Board not later than the last meeting of the Board in October; and the Committee shall also submit reports to the Board from time to time as the Committee may desire or be required so to do;
- (b) The signing officers for any of the banking accounts in which the moneys received in connection with the carrying on of the work of the Committee are deposited shall from time to time be appointed by the Committee but all these signing officers shall be members or bonded officers of the Committee;
- (c) Employees may be appointed by the Committee provided that the terms of the employment of any person so appointed are such that his employment may be terminated by his being given not more than one month's notice;
- (d) Any proposed agreements other than those of a minor nature relating to routine matters in connection with the affairs of the Committee shall be submitted to the Board and if approved executed by the proper officers of the Board.

(6) There shall be an Executive Secretary of the Committee who shall be appointed by the Board on recommendation of the Committee. The Executive Secretary shall be the chief executive officer of the Committee, and shall be charged with the duty of carrying on the work of the Committee and of the Committee's laboratory, for which he shall be responsible to the Committee. Subject always to the jurisdiction of the Committee the Executive Secretary shall have general supervision over and direction of the work of the Committee and of the Committee's laboratory, and the staff thereof, and the officers and servants employed in or in connection with such work, and shall also have such other powers and perform such other duties as from time to time may be conferred upon or assigned to him by the Committee.

#### COMMITTEE RE STUDENTS' ADMINISTRATIVE COUNCIL MATTERS

15. (1) There shall be a Standing Committee to be called the COMMITTEE ON STUDENTS' ADMINISTRATIVE COUNCIL MATTERS.

(2) In addition to the ex-officio members the Committee shall consist of three other Governors to be named by the Board; also two members of the Faculty to be named by the President.

(3) The Committee shall confer with and advise the Students' Council from time to time as may be necessary.

#### JOINT COMMITTEE ON HOSPITAL APPOINTMENTS

16. (1) There shall be a Special Committee to be called the JOINT COMMITTEE ON HOSPITAL APPOINTMENTS.

(2) The Committee shall consist of the Chairman and the President and of two other Governors to be named by the Board; together with four of the Trustees of the Toronto General Hospital to be named by the Trustees.

(3) The Committee shall make nominations to the Trustees as to appointments to positions on the Hospital staff, as provided for in the agreement of December 1st, 1910, with the Toronto General Hospital.

#### HART HOUSE THEATRE

17. (1) The administration of the Hart House Theatre, and the quarters adjacent to it, shall be assigned during the pleasure of the Board to the incorporated body known as the Board of Syndics Incorporated, and it shall be conducted for the benefit of the University and the general public.

(2) Before the end of each University year the names of the Syndics who are to hold office for the ensuing year shall be submitted to the Governors for their approval, together with a report of the operation of the Theatre for the previous year.

#### CUSTODY OF SECURITIES

18. All securities shall be kept in a chartered Bank or Trust Company under agreement for safe protection.

#### SECURITY

19. Every officer holding a position of trust under the Board shall give security for such amount and in such manner as the Board shall direct for the faithful execution of the duties of his office.

#### THE BURSAR

20. (1) The Bursar shall be the Secretary of the Board, and shall, under its supervision, have charge of the office, books, cash and securities of the Board.

(2) The Corporate Seal of the Board shall be under the charge of the Bursar, and all instruments which are required to be under the corporate seal shall be signed by the Chairman and the Bursar.

(3) The Bursar shall attend all meetings of the Board and of the Standing Committees with the exception of the Connaught Laboratories, Insulin and Hart House Committees, and shall enter in a book the matters to be submitted to, and shall keep the records of the proceedings of, such meetings.

(4) The Bursar shall deposit daily, in a chartered Bank approved by the Board, all moneys, cheques, drafts and orders received by him in excess of \$300.

(5) The Bursar shall see that all accounts are properly kept, and that the same and a balance sheet thereof are prepared for the Auditor.

(6) The Bursar shall endorse to the order of the Bank all cheques, drafts, notes or orders for money or other securities, and shall perform such other duties as may be assigned to him as well as those incident to his office.

(7) All cheques, drafts or orders for money shall be signed by the Bursar and countersigned by the Chairman, and in the absence of the Chairman by the President, and in the absence of both by some other member of the Board.

(8) It shall be the duty of the Bursar to submit at the first regular meeting of the Board of Governors in each month an estimate of the amount required to meet the current expenditure of the next ensuing month, including the salaries of the teaching staff of the University and University College; and a cheque may issue to the Bursar for a sum not exceeding the amount of such estimate to enable him to make the payments for such current expenditure.



(9) The Bursar shall pay all accounts for which provision is so made by cheque in the ordinary form, except that the cheque shall have marked or stamped upon it the words "current expenditure", and need not be countersigned by the Chairman, or a member of the Board but shall be countersigned by the Accountant in the Bursar's office. No cheque so issued shall, however, exceed the sum of Three Thousand Dollars (\$3,000).

(10) The Bursar shall submit to the Board at its first meeting after the close of each month a statement in detail of the application of the money which he has received to defray the current expenditure of the previous month.

(11) The Bursar shall pay, on the certificate of the Superintendent, the wages of any person occupying on trial any position in the Superintendent's department, which has been authorised by the Board, but in which the occupant has not been confirmed, provided that not more than two months' salary be paid to any person while employed on trial.

#### THE SUPERINTENDENT

21. (1) There shall be a Superintendent of Buildings and Grounds who shall be the executive officer of the Property Committee.

(2) He shall, under the direction of the Property Committee, have the supervision and charge of the real property of the University and University College, and shall be responsible for the proper care and maintenance thereof.

(3) He shall also have, under the like direction, the supervision and charge of, and be responsible for the proper care and maintenance of the personal property of the University and University College, except the securities and funds, and the apparatus and specimens of the several departments of instruction, and of the Museums, and the books in the Library.

(4) He shall, subject to the supervision and direction of the Property Committee, have the charge of all repairs to the buildings and grounds (including the roads and sidewalks therein) of the University and University College, and shall be responsible for keeping them in repair and in good order and condition.

(5) All requests for repairs or work of any kind shall be made to the Superintendent who shall keep a record of the action taken.

(6) He shall make no alteration in any building or in any part of the grounds without the consent of the Property Committee.

(7) No alteration or repairs shall be made in any building by any one except under the direction of the Superintendent.

(8) The Superintendent shall have, subject to the supervision and direction of the Property Committee, sole charge and responsibility for the lighting and heating apparatus, and when authorized so to do by the Property Committee, shall make all contracts for lighting and power and the purchase of coal and other fuel, and shall also have sole charge and management of the water supply, and before the same are paid shall examine and certify to the correctness of all accounts for labour and materials in his department, and when authorized as aforesaid, shall make all contracts for work to be done on the buildings and grounds, except for new buildings.

(9) He shall have, under the direction of the Property Committee, the employment, oversight and control of all employees in his department.

(10) He shall keep under constant inspection the buildings and grounds, including the roads and sidewalks, and be responsible for keeping the grounds in good order and for keeping clean and in good repair the rooms, entries, cellars, roofs and every part of the buildings and the roads and sidewalks, and for the prompt removal of snow whenever necessary.

(11) Whenever any dereliction of duty on the part of any employee under his control is reported to him by the President of the University, the Principal of University College, or the Head of any of the federated Universities or Colleges, or by any of the teaching staff, or any officer of any of the said bodies, or by a student or other person, he shall promptly examine into the matter and take such action thereon as may be proper.

(12) He shall in each year prepare and submit to the Governors of the University a written estimate in detail of all expenditures which in his judgment will require to be made in his department during the ensuing academic year.

(13) The purchase of all apparatus and supplies required for the use of the University and University College or of any faculty or department thereof, except those for the Library, shall be made through the Superintendent, who shall examine and certify to the correctness of all accounts for such purchases before payment thereof by the Bursar.

(14) Purchases of apparatus or supplies for the use of any faculty or department shall be made only after consultation with, and subject to the approval of the Dean of the Faculty or Head of the Department by or for the use of which such apparatus or supplies are required.

(15) Proper books shall be kept by the Superintendent, in which shall be recorded the transactions and accounts relating to his department.

(16) The Superintendent shall perform such other duties as may be assigned to him by the Board or by the Property Committee.

(17) 1. It shall be the duty of the Superintendent to collect directly the sums of money derived from the use of pay telephone slot machines in the various buildings. Such sums of money shall be transmitted monthly to the Bursar.

2. It shall also be the Superintendent's duty to collect the charges imposed by the Bell Telephone Company for long distance messages, and to pay the same over to the Company.

(18) Arrangements for all meetings in Convocation Hall, and for overtime use of accommodation in University buildings shall be made through the Superintendent, who will be responsible for the collection of any charges involved in this use.

For purely University functions only actual caretaker's overtime and other out-of-pocket expenses shall be charged.

For meetings of student or other organisations, in addition to caretaker's overtime and any other out-of-pocket expenses, a charge will be made for such items as cleaning and light.

The monies so collected shall be transmitted to the Bursar.

(19) The Superintendent shall have authority to utilize the services of the mechanics and labourers employed under his direction for the purpose of carrying out any work desired by Student Societies and similar University organisations and by members of the staff, and by research or educational organisations closely related to the University, provided always that such work can be undertaken without interruption to or interference with the regular University duties of the persons so employed; and may utilize such material from the Stores or Merchandise account of the Board as is necessary to do such work. The Superintendent shall indicate on the fortnightly pay sheets of the employees so engaged the time and amounts represented by such outside work, and the Bursar shall have authority to charge the same temporarily to the account of the Society or individual, as the case may be. When the work is completed, or from time to time as it progresses, the Superintendent shall prepare an account in the name of the individual or organisation, stating separately the cost of labour and material. Such accounts shall be



transmitted to the Bursar who shall collect the amount of the same from the persons liable.

(20) When any merchandise or other material, the property of the Board, is sold by the Superintendent, an account covering such sale shall be made out by him and shall be transmitted to the Bursar, who shall collect the amount of the same from the persons liable. Should any such sale be made to an irresponsible party, or should it seem probable that if the transaction were not closed on the spot the money could not subsequently be collected, it shall be the duty of the Superintendent to collect directly such proceeds, which he shall transmit, with a statement thereof, monthly to the Bursar.

(21) All arrangements entered into by the Superintendent on behalf of the Board for the supply of electric current from the Central Plant to Student Societies and similar University organisations, or to contractors or others engaged upon University building, shall be covered by contract in writing in the same manner as the sub-contracts for telephone service through the University switch-board. Such contracts shall be filed in the Bursar's office, and the Bursar shall collect the sums of money payable to the Board under the terms thereof.

22) The remittances by the Superintendent to the Bursar provided for under the preceding Sections of this By-Law shall be made on the last business day of each month.

(23) The Bursar shall advance to the Superintendent, upon the requisition of the latter from time to time, amounts not exceeding in the aggregate the sum of Two Thousand Dollars in any fiscal year, which advances shall be used by the Superintendent for the purpose of defraying freight, shipping and Customs charges. The amounts so advanced, less the portion thereof shown by proper vouchers to have been disbursed by the Superintendent, shall be returned by him to the Bursar at the close of the fiscal year in time to be included in the Bursar's Bank deposit.

(24) The Superintendent of Buildings and Grounds may engage temporarily mechanics or labourers, to perform work under his control for which appropriations have been made. The names of such workmen will not appear upon the staff list; and the Bursar shall pay the wages of such workmen on the order of the Superintendent.

(25) The Superintendent shall be responsible for the issue, under the direction of the Property Committee, of all keys.

#### ASSISTANT SUPERINTENDENT

22. (1) There shall be an assistant to the Superintendent of Buildings and Grounds.

(2) His duties shall be to assist the Superintendent in the performance of his duties and to perform such other duties as shall be assigned to him by the Board or by the Property Committee.

(3) He shall have authority to act in the stead of the Superintendent in case of the absence from duty or the illness of the latter and when the office of Superintendent is vacant.

(4) When any act is done or certificate is signed by the assistant Superintendent, the Bursar shall not be bound to inquire whether the occasion for his acting as provided by the next preceding section existed.

(5) The assistant Superintendent may also act in the stead of the Superintendent whenever authorised so to do by the Property Committee and such authority may be given generally as to all or any class of the duties of the Superintendent, or may be limited to a particular case or to particular cases as the Property Committee may deem expedient.

(6) The assistant Superintendent shall hold office during the pleasure of the Board and shall be paid such salary as may be fixed by the Board.

(7) There shall also be a second assistant Superintendent, and duties and authority to act set out in the preceding paragraphs shall apply also in the case of the second assistant Superintendent.

#### APPOINTMENTS

23. Recommendations of the President as to the appointment, promotion and removal of professors, associate professors and assistant professors and lecturers shall be made in writing and shall be laid before the Board at least one meeting prior to being discussed and finally dealt with.

#### PUBLIC FUNCTIONS

24. All details with regard to public functions involving the University as a whole shall be dealt with as the President shall determine.

#### THE REGISTRAR OF THE UNIVERSITY

25. The Registrar of the University shall be the Secretary of the Senate and Secretary of the Council of the Faculty of Arts and shall perform such duties as shall be assigned to him by the Board or by the Senate or by the said Council.

#### THE REGISTRAR OF UNIVERSITY COLLEGE

26. The Registrar of University College shall be Secretary of the Council of University College and shall perform such duties as shall be assigned to him by the Board or by the said Council.

#### THE BEDEL

27. There shall be a Bedel, who shall be under the direction and subject to the control of the President, and he shall perform such duties as shall be assigned to him by the Board, by the Senate or by the President.

#### APPROPRIATIONS FOR THE LIBRARY

28. Appropriations made by the Board for the Library, except those for the erection of buildings, and except in so far as the Board may otherwise direct, shall be under the control of and be expended by the Senate or the Library Committee of the Senate acting within the powers conferred upon it by the Senate.

#### ORDER OF BUSINESS

29. The following order of business shall be observed in bringing matters before the Board:

(1) Reading and disposing of the minutes of the last regular meeting and of all special meetings since such regular meeting.

(2) Business arising out of the minutes.

(3) Recommendations by, and communications from the President.

(4) Enquiries.

(5) Reading and disposing of communications.

(6) Reading and disposing of reports of standing and special committees.

(7) Reading of statutes or by-laws.

(8) Other unfinished business from the last meeting.

(9) New business.

(10) Notices of motion for the next meeting.

30. Unless previous notice thereof shall have been given, no motion introducing new matter other than that of privilege or petition shall be taken into consideration at any regular meeting of the Board except by leave of two-thirds of the members present.

31. Notice of a member's intention to introduce new matter shall be given in writing to the Bursar at least seven days before the meeting at which the new matter is intended to be introduced, or by

giving the notice at a previous meeting of the Board.

32. Any report shall be sent upon request to a member of the Board before being finally dealt with.

33. Save and except where it is otherwise provided, the action of the Governors upon any matter coming before them may be evidenced by resolution, and a resolution entered upon the minutes shall be sufficient.

#### AMENDMENT OF BY-LAWS AND INTERPRETATION

34. By-laws may be altered at any meeting of the Board, but notice of any proposed alteration shall be given not later than at the regular meeting next preceding.

35. The word "Chairman" shall include the Vice-Chairman and Acting Chairman.

Before adopting the By-Laws as a whole it was resolved  
that By-Laws No. 8, Section 3  
No. 18  
No. 20, Section 1  
No. 32

should be referred to the next meeting of the Board for final decision after consulting the University Solicitor.

The meeting adjourned at 6:10 p.m.

*Indefatigable*  
*M.B.*

Minutes confirmed

*Jan. 25 1940*

*[Signature]*

Chairman



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, January 25th, 1940, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The Chancellor	The President
Mr. Young	Dr. Gibson
Mr. Burns	Mr. McDonnell
Hon. Dr. Bruce	Mr. Morrow
Mr. Rogers	Mr. Bryce
Mr. Neilly	Dr. Anderson

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. Osler	Mr. Ross
Mr. McCarthy	Hon. Dr. Kelly
Hon. Dr. Ferguson	

The Chan-  
cellor's  
96th birth-  
day

The Chairman on behalf of himself and the other members of the Board offered sincere congratulations to the Chancellor, the Rt. Hon. Sir William Mulock, on having attained his 96th birthday on Friday, January 19th, 1940, which the Chancellor gratefully acknowledged.

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

By-Laws

In connection with the By-Laws the Chairman stated that the University Solicitor had been consulted and had prepared the following suggestions:-

- (1) No. 8, Section 3, to read as follows:-

"The Committee shall exercise general supervision over the financial affairs of the University. It shall advise the Board with regard to investments and when requested by the Board to do so shall make investments for the Board."

This was approved.

- (2) No. 18, to read as follows:-

"All securities shall be deposited with a chartered bank or trust company for safekeeping under an agreement in terms approved by the Board."

This was approved.

(3) No. 20, Section 1, to read as follows:-

"The Bursar shall be the secretary of the Board and shall under the supervision of the Board have charge of the office, books and records of the Board."

This was approved.

(4) No. 32:-

In this connection the Solicitor thought it might be advisable rather than making this a separate by-law to add it as section (12) of By-Law No. 20 outlining the duties of the Bursar, and to read as follows:-

"The Bursar shall at the request of a member of the Board provide him with a copy of any report, subject to first obtaining authority to do so from the President or Chairman of the Board or the Chairman or Acting Chairman of the Committee concerned with the matters to which the report in question relates."

This was approved.

(5) The Chairman reported that the Solicitor had further suggested that By-Law No. 20, Section 4, might read as follows:-

"As soon as possible after the receipt of moneys, cheques, drafts and orders for the payment of money the Bursar shall deposit the same in a chartered bank or trust company approved by the Board to the credit of the Board, except such amount of cash as the Board may from time to time authorize the Bursar to keep on hand to make disbursements of a routine nature in connection with his office customarily made in cash."

This was approved.

The Chairman having asked the Board if they were now prepared to adopt the By-Laws as a whole it was suggested by Mr. Neill that such adoption be deferred until the next meeting, and he gave notice of motion, seconded by Hon. Dr. Bruce, that at the next meeting he would formally move that the By-Laws be adopted as a whole.

Invest-  
ment in  
Canada's  
War Loan

In connection with the decision of the Board to purchase \$125,000 of the Dominion of Canada First War Loan Bonds, the Bursar reported that he had been notified that only 40% (\$50,000) of this sum had been allotted to the University as the Government had found it necessary to reduce substantially the amounts available for subscribers, and that in view of this situation he had obtained offerings from various brokers in case the Board wished to decide on the investment of the remaining \$75,000. After considering the offerings submitted the Board approved of the recommendation of the Chairman of the Finance Committee, Mr. Osler, that \$25,000 each of the Dominion of Canada 3½% First War Loan Bonds, due 1st February, 1948-52, be purchased, at a price not to exceed par, from the following Bond houses:-  
Bartlett, Cayley & Company, Limited  
Bell, Gouinlock & Company, Limited  
Lamont and Company



Consider-  
ation to  
the widows  
of the  
late Pro-  
fessors  
Coombs  
and Jones

The President presented the following letter from  
Dean Althouse regarding consideration to the widows of the late  
Professors F. E. Coombs and G. M. Jones of the staff of the Ontario  
College of Education:-

"The President,  
University of Toronto.

Dear Mr. President:

On the death of Professor F. E. Coombs, I submitted for the approval of the Minister of Education a recommendation, which I hoped to make to the Board of Governors, regarding the further payment to his widow of Professor Coombs' salary. The Minister's reply states that 'it would be wise to follow the general practice in such cases as this of paying the equivalent of two months' salary beyond that paid in the month in which death occurred. It is suggested, further, that this amount should be paid to the widow of the deceased. If the deceased Instructor should not be survived by his wife or should die unmarried, the payment of this amount would be made to the next of kin only on condition that such next of kin were dependent on the deceased.'

I take this, Sir, to be a statement of the policy the Minister approves in the case of the death, during his term of employment, of a member of the instructional staff of the Ontario College of Education, and I recommend the adoption of this policy by the Board of Governors.

In accordance with the above policy, if it is adopted by the Board of Governors, I recommend the payment to Mrs. F. E. Coombs, in January and February, 1940, of the salary of her husband, the late Professor F. E. Coombs, who died on December 16th, 1939. I further recommend, again in accordance with the above policy, the payment to Mrs. G. M. Jones, in February and March, 1940, of the salary of her husband, the late Professor G. M. Jones, who died on January 5th, 1940.

The Minister's letter is enclosed.

Yours very truly,

January 19th, 1940.

(Sgd) J. G. Althouse"

Following the approval of the Deputy Minister as set out above the Board, upon the President's recommendation, ordered that the following payments be made to Mrs. Coombs and Mrs. Jones:-

(1) re Professor Coombs:

(a) that salary for the months of January and February be paid to the widow and not to the Estate. (December salary had been deposited to credit of Professor Coombs' account on December 15th, 1939).

(b) that a pension of \$1,000 per annum (minimum) from January 1st, 1940, be granted to the widow.

(2) re Professor Jones:

(a) that salary for the months of January, February and March be paid to the widow and not to the Estate.

(b) that accumulated amount in the Academic Pension Fund, \$2,681.81, be refunded to the Estate, as Professor Jones was seven months short of the required twenty-five years of service.

(The Carnegie Foundation is granting an allowance of \$380 per annum from January 6th, 1940)

Extension of sick leave to Miss J. Barber and Miss V. Murphy, and employment of Miss P. West

The President also presented a letter from Principal Wallace requesting, upon the recommendation of the Dean of Women, that Miss Jessie Barber and Miss Violet Murphy, dietitians in the University College Women's Union, be each granted an extension of sick leave with salary for one month from February 11th, 1940, and that the services of Miss Phyllis West, acting dietitian, be continued for one more month from February 11th and for as long as the illness of Miss Barber and Miss Murphy make it necessary to engage a substitute.

War Service regulations

Following the request of the Chancellor for information in connection with the minute relating to war service regulations regarding members of the staff, the Bursar provided each member with a copy of the regulations adopted by the Board in this respect.

Letter of thanks from Miss A.M. Gall

The Secretary read a letter from Miss A. M. Gall thanking the Board for their generosity upon her retirement from the staff of the Bursar's Office after thirty-five years of service.

Appointments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Arts:

Biology:

Assistants for the Easter Term:

P. F. Elson	- \$160	J. R. Brett	\$50
E. Winchester	- 150	G. H. Clawson	50
H. M. Rogers	- 100	Miss D. W. Kirk	50
Mrs. Isobel Radforth	- 90	J. J. Miller	50
V. E. F. Solman	- 75	C. L. Peterson	50

Faculty of Medicine:

Anatomy:

Miss M. Chapman	- Demonstrator for the Session 1939-40	150
J. Francis	- Artist, from 8 January to 3 March, 1940	\$12.50 per week

The appointments of the following persons as Demonstrators in the Department of Anatomy (vide folio 19) were amended by making the remuneration in each case \$300:

D. D. Carpeneto	H. L. Foster
J. A. McCaffrey	J. W. McNichol
E. G. Meyer	A. D. Rice

The appointment of H. C. Elliott as Demonstrator in Histology, Department of Anatomy (vide folio 19) was amended by making the remuneration - \$60

Physiology:

T. W. Kober	- Technical Assistant, from 15 January to 30 June, 1940	without salary
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Appoint-  
ments  
(Cont'd)

Faculty of Dentistry:

Alan D. Atkins

- Assistant in the Library, from  
5 February to 22 June, 1940

\$140

University Extension & Publicity - Instructors:

For the Session 1939-40:

Certificate Course in Business:

F. R. Crocombe	- Accounting	220
H. A. Logan	- Economics	220
F. C. Auld	- Mercantile Law	220

Course in Foreign Exchange:

J. F. Parkinson	- 3 lectures	30
A. F. W. Plumptre	- 2 "	20
J. Courtland Elliott	)	10
A. K. Harvie	) 1 lecture each	10
F. C. W. Hyde	)	10

Course in Marketing:

Ivan Wright	- 1 lecture	10
K. S. Bernhardt	- 1 "	10

Course in Investments:

Ivan Wright	- 1 "	10
J. Courtland Elliott	- 1 "	10

Evening Tutorial Classes:

H. R. MacCallum	- Philosophy	100
Stuart Thompson	- Nature Study	100
G. W. Brown	- History	50
J. G. Perold	- Consumers' Co-operation	50

Course in Physiotherapy:

The appointment for the use of the pool in the Hospital  
for Sick Children (vide folio 113) was amended by making  
the remuneration - 45

Special Research:

Biology:

W. B. Stallworthy	- Research Assistant, for the Easter Term 1940	100
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Leaves  
of  
absence

Leaves of absence were granted as follows:

To Miss Julia Jarvis, Secretary to the Librarian of the University,  
an extension of sick leave for one month from January 12th with salary.

For the duration of the war -

To the following members of the staff of the Department  
of Surgery:

Junior Demonstrators:

Doctors A. W. M. White	)	
T. R. Sargeant	) with an honorarium	
R. M. Wansborough	) of \$150 each	
J. A. McFarland	)	
S. D. Gordon	)	
Dr. C. Aberhart	- Fellow, with salary to the end of February	
Dr. C. P. McCormick	- Assistant Fellow (Resident) with an honorarium of \$300	

To Dr. A. R. Hagerman, Junior Demonstrator in the Department  
of Medicine, from January 15th, 1940, with the full honorarium of \$150.

To Mr. G. L. Assié, Lecturer in the Department of French,  
from January 15th, 1940, with salary for the months of December, January  
and February, in addition to salary for the months of October and Novem-  
ber previously paid to him upon the authority of the President.

Leaves  
of  
absence  
(Cont'd)

Leave of absence from January 15th, 1940, for the duration of the war, with salary to the end of February, was also granted to Miss Hilda Carson, Secretary in the Department of Obstetrics and Gynaecology, and now a Nursing Sister with the 15th General Hospital, and in this connection an additional appropriation of \$75 was granted to enable the department to engage the services of Miss Viola Wilgar as Secretarial Assistant from January 15th to the end of February, 1940.

Appointment of  
Dr. Duncan  
Graham  
as Consultant in  
Medicine  
to  
R.C.A.M.C.

The President presented a letter from Dr. Duncan Graham stating that with the President's approval he had visited Ottawa and discussed with Colonel Gorssline, the Director General of Medical Services, the question of his appointment as Consultant in Medicine to the R.C.A.M.C. Dr. Graham offered to accept the appointment upon the condition that he would be required to spend not more than two days a week in Ottawa, and he had received word that his appointment had been confirmed. The Board approved of the President's action in this connection.

Amend-  
ments to  
Estimates

Authority was given for a transfer of \$75 from the appropriation for "Slides, Journals, etc." to that for "Equipment" in the Department of Fine Art.

The following communications were presented and dealt with as follows:-

Statute  
of  
Senate

From the Registrar transmitting for the approval of the Board Statute of Senate No. 1455 respecting the Association of Professional Engineers of the Province of Ontario Scholarship. This Statute having been read was approved.

Post-  
pone-  
ment of  
Senate  
Elections

Also from the Registrar transmitting copy of a report from the Executive Committee of the Senate regarding the postponement on account of the war of the Senate Elections due to be held in 1940.

It was moved by the President,  
Seconded by Dr. Russell,  
And Resolved ,

That application be made to the Legislature of the Province with a view to having included in the Statute Law Amendment Act of 1940 a section to read as follows:-

"Notwithstanding any provision contained in the University Act (R.S.O. 1937, Chap. 372), there shall be no election of members of the Senate or of the Chancellor until September, 1942, unless meantime a Statute is passed by the Senate ordering an election either of members of the Senate or of the Chancellor, or of both."



Bursary  
Awards  
in Uni-  
versity  
College

From Principal Wallace transmitting a recommendation of the Scholarship Committee of University College, through the Registrar, that the following bursary awards be made:-

S. Nash	-	\$55
Miss Nora Richards	-	50

In this connection the Registrar's letter stated that this total amount of \$105 involved only the sum of \$68 as Miss Ludbrook, to whom a bursary of \$75 had been previously confirmed, was forced to leave the University, having used only \$38 of that sum. Upon the recommendation of the President authority was given for the payment of these awards.

Juvenile  
Delinquen-  
cy Course  
in Social  
Science

From the Assistant Director of the Department of Social Science requesting authority to hold a course in Juvenile Delinquency for a restricted group of occasional students, and suggesting that a fee of \$5 per student be charged in this case. Upon the recommendation of the President authority was given for the holding of such a course at the above mentioned fee.

Invest-  
ment in  
War Loan  
by the  
Athletic  
Director-  
ate

From the Secretary of the University of Toronto Athletic Association requesting authority for the investment by the Athletic Directorate in the Dominion of Canada First War Loan.

It was moved by Dr. Gibson,  
Seconded by Dr. Russell,  
And Resolved,

That authority be given to the Athletic Directorate to purchase, from the surplus in the Special Trust Fund, Ten Thousand Dollars (\$10,000) of the Dominion of Canada  $3\frac{1}{4}\%$  First War Loan Bonds, due 1st February, 1948-52.

National  
Research  
Council  
Grant for  
Dr. Greey  
in Path-  
ology

From Dr. P. H. Greey of the Department of Pathology and Bacteriology enclosing a cheque for \$800 from the National Research Council at Ottawa as a grant for war research work in the study of the chemotherapy of gas gangrene in experimental animals under the direction of Dr. Greey. This donation was accepted with thanks and appreciation, and the Board approved of the employment of Mr. Lloyd Patterson as a research technician from 1 January to 31 March, 1940, at a salary of \$70 a month, to be paid from the above grant.

National  
Research  
Council  
Grant for  
concentrated  
human  
serum un-  
der Dr.  
Best

From Dr. C. H. Best advising that the National Research Council had promised a grant of \$1,600 for work on concentrated human serum in the Department of Physiology covering the period from 15 January to 31 March, 1940, and the Board approved of the following recommendations made by Professor Best for certain payments from this fund:-

Grant re  
concentrated  
human  
serum  
(Cont'd)

(1) Dr. Jessie H. Ridout @ \$175 per month, her Teachers' Insurance & Annuity Association deductions to be continued as from the Department of Physiological Hygiene and the Medical Research Best Fund.

(2) Miss M. E. Hocking @ \$81.33 per month, and Miss M. Luxton @ \$81.24 per month, their pension deductions to be continued from the Medical Research Best Fund.

(3) Payment of expenses, which will not exceed the sum of \$197.72.

Letter  
from Dr.P.  
Goldsmith  
re work  
in Botany

From Dr. Perry Goldsmith to the President drawing his attention to the excellent work being carried on in the Department of Botany and stating that Mr. Leo Van Cleemput, gardener in the Department, was a very valuable and scientific horticulturist and that he was constantly in demand among the many gardening societies for lecture purposes.

Illness  
of Mr.  
E. A.  
Macdonald,  
S.A.C.

The President stated that as a result of a medical examination which Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, had undergone he sent him home on Wednesday, January 17th, for a week with the suggestion that he could then probably go away for a short time in order to improve his health. The Board approved of the President's action and Dr. Gibson undertook to see that Mr. Macdonald's work was curtailed and that he be given some additional assistance, to which the Board also gave its approval.

Settle-  
ment of  
suit for  
damages  
by Mrs.  
G.N.Dixon  
against  
Connaught  
Labora-  
tories

Mr. Neilly presented a summary of the legal action taken in a suit for damages by Mrs. G. N. Dixon against the Connaught Laboratories in which Mrs. Dixon claimed to have sustained an injury to her left hand in connection with a vial of Connaught Laboratories liver extract purchased from the T. Eaton Company Limited. After prolonged negotiations the University Solicitor wrote to the Connaught Laboratories that the Solicitor for the T. Eaton Company had informed him that Mrs. Dixon would probably be prepared to settle the matter of her claim for \$600 and that she had apparently been advised to institute proceedings unless she were to receive at least this amount.

It was moved by Mr. Neilly,  
Seconded by Mr. Bryce,  
And Resolved,

That upon the advise of the University Solicitor approval be given for authorization of the payment, without prejudice, of Six Hundred Dollars (\$600) in full settlement of the claim instituted by Mrs. G. N. Dixon, on the understanding that she signs a formal release in connection with any further claims or demands with respect to the accident.



Settle-  
ment of  
suit for  
damages  
by Mrs.  
I. Thomas  
against  
Athletic  
Assoc'n

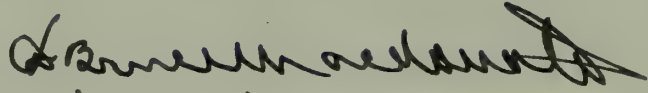
The Bursar stated that the University Solicitor had advised him that the University of Toronto Athletic Association had paid the sum of \$330 in full settlement of the claim instituted by Mrs. Isabel Thomas against the Canadian Pacific Railway Company, Archie Davey, a hockey player, and the University of Toronto, as a result of being hit by a puck when attending a hockey game at the Varsity Arena on March 12th, 1938, and this action was confirmed by the Board.

The meeting adjourned at 5:30 p.m.

*Indeped  
m.B.*

Minutes confirmed

*Feb. 8<sup>th</sup>, 1940*



Chairman





Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, February 8th, 1940, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)  
The Chancellor  
Dr. Gibson  
Mr. Burns  
Mr. Morrow  
Mr. Bryce  
Hon. Dr. Kelly

The Vice-Chairman  
The President  
Hon. Dr. Ferguson  
Mr. Neilly  
Mr. Ross  
Chief Justice Rose  
Mr. Young

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. McCarthy  
Hon. Dr. Bruce  
Mr. Rogers

Mr. McDonnell  
Dr. Anderson

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

Final  
adop-  
tion of  
By-Laws

In accordance with notice previously given,

It was moved by Mr. Neilly,  
Seconded by the Chancellor,  
And Resolved,

That the revised University By-Laws adopted at the Special Meeting of the Board held on January 15th, 1940, together with the changes suggested by the University Solicitor as approved at the meeting held on January 25th, 1940, be now adopted as a whole.

In this connection appreciation was to be conveyed to Miss A. M. Gall, now retired, for preparing the material from the minutes necessary for the revision of the By-Laws.

Post-  
pone-  
ment of  
Senate  
Elec-  
tions

The Chairman reported that he had been informed by Dr. McArthur, Deputy Minister of Education, that legislation was being proceeded with in connection with the request of the Board for postponement of the Senate Elections until September, 1942.

Invest-  
ments

The Bursar reported the purchase on February 1st, 1940, of \$75,000 Dominion of Canada 3½% First War Loan Bonds, due February 1st, 1948-52, from the following brokers, in accordance with the instructions of the Board, to complete the subscription of \$125,000 applied for:

\$25,000	from	Bartlett, Cayley & Company, Limited
25,000	"	Bell, Gouinlock & Company, Limited
25,000	"	Lamont and Company

Grant re  
Concen-  
trated  
human  
serum  
work

The Bursar also reported the receipt of a cheque for \$1,600 from Dr. C. H. Best which had been sent to him by the National Research Council, Ottawa, to cover its grant for work on concentrated human serum in the Department of Physiology.

Release  
of G. L.  
Assié  
from  
French  
army

The President stated that he had been informed that Mr. G. L. Assié, Lecturer in the Department of French, who had been granted leave of absence for the duration of the war, was being released from the French army and would be able to resume his teaching at the University if he returned to Toronto.

Absence  
of Miss  
J. Barber  
and Mr.  
E. A.  
Macdonald

The President also stated that Miss Jessie Barber, dietitian at the University College Women's Union, was still very seriously ill, but that Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, was much improved and expected to return to duty on February 12th.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Medicine:Physiology:

J. W. Magladery

- Demonstrator, from 1 February to 30 June, 1940 (vice R. E. Haist, transferred to School of Hygiene)  
\$1,400 per annum

School of Hygiene:Physiological Hygiene:

From 1 February to 30 June, 1940:

R. E. Haist

- Research Associate (transferred from Physiology) \$2,600 per annum

Miss H. J. Bell

- Research Assistant (transferred from Medical Research - Best)  
\$1,400 " "

Epidemiology & Biometrics:

H. A. Ansley

- Clinical Associate for the Session 1939-40 (vice N. E. McKinnon, on leave of absence) \$10



Appoint-  
ments  
Cont'd

Faculty of Applied Science:

Engineering Drawing:

M. W. Howe

- Demonstrator, for 3 mos. from 25  
January, 1940 \$400

The appointment of G. L. Case as Demonstrator in the Department of Chemical Engineering (vide folio 68) was amended by making the remuneration for the months of February and March (vice N. R. Fasken, resigned) \$142.86 per month

Faculty of Dentistry:

F. H. Kirkpatrick

- Instructor in Public Speaking for  
the Session 1939-40 (vice R. S.  
Hosking, resigned) \$100

The appointment of F. L. Cole as Associate in Dentistry was amended for the Session 1939-40 (owing to discontinuation of Infirmary Instruction for May and June) by making the remuneration 640

The appointment of S. S. Crouch as Professor of Dental Anatomy and Lecturer in Orthodontia (vide folio 16) was amended for the Session 1939-40 (vice F. L. Cole) by making the remuneration 946

Ontario College of Education:

J. H. Mills

- Temporary Instructor (vice F. E.  
Coombs and G. M. Jones) from  
8 January to 30 June, 1940 \$2,000

Special Research:

Medical Research - Banting:

A. C. Burton

- Research Associate, from 1  
March to 30 June, 1940 \$240 per month

W. A. Ladd

- Research Assistant, from  
1 Feb. to 30 June, 1940 \$125 " "

Exchange  
arrange-  
ment in  
Biology  
and  
leave of  
absence  
to Prof.  
Harkness

The President presented a letter from Professor E. M. Walker of the Department of Biology outlining a proposal that Professor W. J. K. Harkness of that department should spend the Session 1940-41 (September to May) at the University of Florida and be represented here by Professor J. S. Rogers who is Head of the Department of Biology at the latter University. Upon the recommendation of the President the Board approved of this proposal and accordingly granted leave of absence to Professor Harkness for this period, it being understood that the proposed arrangement would not involve any extra expense to the University.

Leaves  
of  
absence

Leaves of absence were granted as follows:-

To Professor Ross Taylor, an extension of sick leave with salary to April 1st, 1940.

For the duration of the war -

To Mr. John Prince, Bookkeeper in the Bursar's Office, from January 25th, 1940.

To Mr. H. E. LeMasurier, Senior Technical Assistant in the Department of Anatomy, from February 1st, 1940.

Enlistments as of 31st December, 1939, and leaves of absence for duration of the war

In this connection the Bursar submitted the following list, as of December 31st, 1939, of members of the staff who had been granted leave of absence for the duration of the war:-

Name	Title	Department	Date of leave-1939	Rank
<b>ARTS:</b>				
#V.F.Coe	Asst. Prof.	Political Economy	Oct. 1st	Principal Consulting Economist, Federal Security Agency Washington, D.C.
#H.R. Kemp	Professor of Commerce	Political Economy	Oct. 1st	Economic Adviser, War Time Price and Trade Board, Ottawa
<b>MEDICINE:</b>				
#M.H.Brown	Asst. Prof.	Hygiene	Dec. 5th	O.C., No. 2 Field Hygiene Unit
#H.M.Gray	Jr. Demonstrator	Medicine	November	Capt., No. 15 Gen. Hospital, R.C.A.M.C.
#H.H.Hyland	Sr. Demonstrator	Medicine	November	Capt., No. 15 Gen. Hospital
D.L.McLean	Assoc. Prof. of Physiological Hygiene	School of Hygiene	Nov. 15th	Major, Divisional Headquarters, M.D. No. 2
#C. A. Rae	Sr. Demonstrator	Oto-Laryngology	September	O.C., No. 15 Gen. Hospital
#H.E.Rykert	Jr. Demonstrator	Medicine	November	Capt., No. 15 Gen. Hospital
#W.P.Warner	Associate Laboratory Assistant	Medicine Physiology	October	do.
G. Scattergood	Technical Assistant, Physiological Hygiene	School of Hygiene	October	Sergeant, No. 15 Gen. Hospital
J. Scattergood	do.	do.	October	do.
W. Staples	do.	do.	October	No. 2 Field Hygiene Unit
A.T.Stringer	Electrical Technician	Medical Research	Oct. 1st	Sergeant, No. 15 Gen. Hospital
H.Saunders	Messenger	Secretary's Office	Sept. 14th	2nd Class Air Craftsman, R.C.A.F.
<b>APPLIED SCIENCE:</b>				
#H.J.Burden	Asst. Prof.	School of Architecture	Oct. 30th	Wing Commander, R.C.A.F.
<b>DENTISTRY:</b>				
#F.M.Lott	Professor	Prosthetic Dentistry	Sept. 2nd	Lieut.-Col., Can. Dental Corps
#C.C.Rous	Secretary & Lecturer	Dentistry	Oct. 2nd	Major, Can. Dental Corps
<b>ROYAL ONTARIO MUSEUM:</b>				
V.G.Breen	Guard	R.O.M.	November	Private, R.C.A.M.C.
A.H.Crook	Preparator	Geology & Palaeontology	November	Mechanic, R.C.A.F.

# - Previously reported to the Board.



Amend-  
ments to  
Estimates

The following transfers in appropriations were au-  
thorized:-

Psychology:

From "Class Assistants"	
To "Apparatus and Equipment"	\$100
From "Supplies"	
To "Laboratory Cleaning"	15

Ontario College of Education:

From "Occasional Lecturers in the Library School"	
To "Payment of Librarians who assist in practical work"	125

Communications were presented and dealt with as  
follows:-

Missis-  
sippi  
Land  
Company

From the Secretary of the Mississippi Land Company, in reply to the Bursar's request, transmitting a list of stockholders, together with a copy of the annual financial report of the Company for the year ending December 31st, 1939. In this connection, for the Board's information, the Bursar presented a general synopsis of the financial affairs of the above Company.

Liabili-  
ty of  
the Uni-  
versity  
to cer-  
tain  
Income  
tax

From the Inspector of Income Tax stating that the Legal Department at Ottawa had taken the view that the University of Toronto was liable to the provisions of the 5% tax where payments of dividends or interest are made by Canadian debtors in a currency that is at a premium in terms of Canadian funds, despite the representations made to them by the Bursar that the University, being the Provincial University of Ontario, was directly connected with the Government and therefore, he thought, should be exempt from such taxation, especially in view of the fact that the Treasury Department at Washington had ruled that the University was exempt from the United States Federal Income Tax on this account. After a discussion of the matter it was decided to ascertain from the University Solicitor whether in his opinion the University was liable for taxation in this respect and also whether the Government had power to impose such a tax.

Liabili-  
ty of  
the Uni-  
versity  
re work  
on con-  
centrated  
human  
serum

From Dr. C. H. Best of the Department of Physiology requesting that the University Solicitor be asked for his opinion in determining the University's position in the event of any legal proceedings arising from the work being carried on in connection with the preparation of concentrated human serum for use under war service conditions, and the Secretary was instructed to communicate with the Solicitor in this matter.

Purchase  
of refri-  
gerator  
for de-  
partment  
of Physics

From Professor E. F. Burton asking for authority to purchase from the McLennan Fund a small refrigerator for the sum of \$80.29 which was owned by the Canadian Westinghouse Company and which had been loaned to the Department of Physics for about a year. After discussing the matter it was suggested that Mr. Paul J. Myler of the above Company, if approached, might donate the refrigerator to the University, and it was left with Dr. Russell, the President and Hon. Dr. Ferguson to see what could be done in this respect. If such an arrangement could not be made, however, the Board gave authority for the payment of this sum from the McLennan Fund.

Congratu-  
lations  
re work  
in  
Faculty  
of  
Medicine

From Dr. Thomas S. Cullen of Baltimore congratulating the President and the Faculty of Medicine upon the unusual amount of original work that was emanating from the medical school, and stating that he felt proud to be a medical graduate of the school.

Admission  
of Dental  
Nursing  
students  
to S.A.C.  
member-  
ship

From Dean Mason transmitting a recommendation of the Council of Dentistry, which was concurred in by the President, that commencing with the Session 1940-41 students in the Course in Dental Nursing be admitted to membership in the Students' Administrative Council, to which the Board gave its approval.

Payment  
of Hart  
House  
fee by  
under-  
graduates  
in Aerial  
Navi-  
gation

From the Director of the Department of University Extension and Publicity requesting that the undergraduates in the Course in Aerial Navigation be required to pay the annual undergraduate fee of \$12 in order to become members of Hart House, and upon the recommendation of the President this request was concurred in, to become effective with the Session 1940-41.

Mt.Sinai  
Masonic  
Lodge  
Silver  
Jubilee  
Loan  
Fund

Also from the Director of University Extension and Publicity recommending that the Mount Sinai Masonic Lodge Silver Jubilee Loan Fund be made available to students of good standing in the Second Year of the Course in Occupational Therapy, Physiotherapy and Aerial Navigation, as well as students of the Second, Third and Fourth Years in the Faculty of Medicine, and this recommendation which was concurred in by the President and Dr. Ryerson was approved. In this connection approval was also given to the following loans from this fund:-

Howard Mitchell	- Fifth Year, Medicine	- \$200
Burton C. Prior	- Second " "	- 100
M. L. Whiting	- " " "	- 100



Bursary  
Award in  
School of  
Graduate  
Studies

From Dean Brett requesting that a bursary award of \$75, in the form of a remission of fees for tuition to that amount, be made to Mr. F. A. Urquhart enrolled in the School of Graduate Studies, and upon the recommendation of the President this award was approved.

Loans by  
S. A. C.  
and valu-  
able ser-  
vices of  
Dr. Gibson

From Miss A. E. M. Parkes, Assistant Secretary of the Students' Administrative Council, stating that during the present Session 75 students had applied for loans and that the total amount loaned was \$6,716. Miss Parkes also stated that the Loan Committee wished to acknowledge their indebtedness to the Chairman, Dr. J. J. Gibson, for the valuable services he had rendered the Committee, and the Board were very grateful for this expression of appreciation.

Alma Ander-  
son Bastedo  
Memorial  
Prize in  
University  
College

From Principal Wallace transmitting a recommendation of the Council of University College that the Alma Anderson Bastedo Memorial Prize of the value of \$25, open to a student in the Third Year in the Course in Modern Languages, be transferred from the Third Year to the Second Year, in view of the fact that no student had qualified for the Prize for two years and the donor was very anxious that awards be made regularly. Upon the recommendation of the President this change was approved.

Post-  
Graduate  
Course in  
Fractures,  
Faculty of  
Medicine

It was reported that fees to the extent of \$790 had been received for the Post Graduate Course on Fractures held in the Faculty of Medicine September 25th to 30th, 1939, and upon the recommendation of the President the following disbursements in connection with this course were authorized:-

(a) Honoraria to Instructors:

R.I.Harris	- \$20	H.G.Armstrong	- \$10	
J.A.MacFarlane	- 35	D.E.Robertson	- 25	
D.W.G.Murray	- 35	A.B.Lemesurier	- 10	
F.I.Lewis	- 75	J.L.McDonald	- 10	
S.D.Gordon	- 50	W.S.Keith	- 10	
R.H.Thomas	- 25	T.A.J.Duff	- 10	
G.E.Wilson	- 25	R.C.Laird	- 10	
T.A.Robinson	- 10	C.W.Harris	- 15	
W.G.Carscadden	- 20	A.W.M.White	- 10	
D.W.Pratt	- 10	F.R.Wilkinson	- 25	
T.R.Sargeant	- 20	J.R.F.Mills	- 25	
		W.D.Smith	- 25	\$510.00

(b) Expenses:

X-Rays, overtime expenses of attendants, etc.	<u>273.42</u>
Total	- <u>\$783.42</u>

Report by  
Dr. D. C.  
Jackson  
on survey  
in  
Applied  
Science

The President presented a letter from Dr. Dugald C. Jackson, President of the American Institute of Consulting Engineers, transmitting his report on the survey he had been commissioned to make in the Faculty of Applied Science and Engineering. The President expressed his appreciation of the work done on this report and it was ordered that it be mimeographed and copies distributed to the members of the Board for their consideration, the cost of same to be charged against the Wallberg Bequest. In this connection the Bursar stated that the balance remaining to be paid to Dr. Jackson out of the total of \$4,500 authorized for this work was \$2,250, and the Board gave authority for this amount, together with the initial payment to Dr. Jackson of \$1,500, being paid in United States funds, making a total premium on such payments of \$412.62, also chargeable to the Wallberg Bequest.

Report  
on ac-  
quiring  
of  
timber  
limits  
for  
Faculty  
of  
Forestry

The President also presented a report from Dean Howe of the Faculty of Forestry outlining certain proposals for the use of timber limits in the Township of Sherbourne near Dorset, which would enable the teaching in field work to be done to much greater advantage. This matter was referred to the Property Committee for consideration and report.

Request  
from  
Trinity  
College  
for  
right-  
of-way

The Bursar read a letter from Trinity College requesting the Board to grant them a right-of-way over two parcels of University land in connection with certain additions to their buildings on Hoskin Avenue, and this matter was also referred to the Property Committee for consideration and report.

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on January 11th, 1940, and the same was laid on the table. Also his Estimate, under By-Laws Nos. 16, 50 and 64, of the amount required to defray Current Expenditure for the balance of the month of February and the first part of March. Ordered that an Accountable Warrant for Two Hundred and Seventy-five Thousand Dollars (\$275,000) be issued to the Bursar.



Proposed  
survey of  
under-  
graduate  
Arts cur-  
riculum

The President reported that surveys of the curriculum in the Faculty of Medicine and Faculty of Applied Science had recently been made and stated that it was his intention to appoint a committee of members of the Faculty of Arts to make a similar survey of the undergraduate Arts curriculum with a view to finding out whether simplification of courses was possible and whether there was undue specialization in undergraduate courses.

Delega-  
tion  
from  
Univer-  
sity  
College

The President informed the Board that the Principal of University College was desirous of having a delegation appear before the Board, to which consent was given.

Striking  
Committee  
for the  
Standing  
Committees

Following the formal adoption and approval of the revised University By-Laws the Chairman suggested the advisability of constituting a "Striking Committee" for the Standing Committees of the Board, and approval was given to the appointment of the following members:-

The Chairman of the Board (to be Chairman and  
Convener of the Committee)  
The President  
Dr. Russell  
Dr. Gibson  
Mr. Ross  
Mr. Burns

Notice of  
motion by  
the Chan-  
cellor

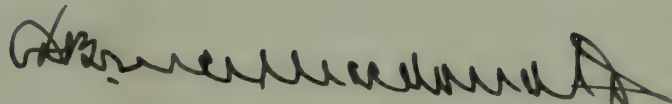
The Chancellor gave notice that he would at the next meeting of the Board move -

That a Committee composed of the Chairman, the President, the Chancellor, the Hon. Chief Justice Rose, the Hon. Mr. Justice Kelly, Mr. Osler, Mr. Morrow, Mr. Burns and Mr. Young be appointed to consider and report to the Board whether it is advisable to establish a Standing Committee in respect of Trust Funds, and if so to make recommendations as to the powers and duties of such Committee, the mover to be convener of the Committee.

The meeting adjourned at 5:30 p.m.

Minutes confirmed

Feb 22nd 1940

  
Chairman

*Indefinite  
M.B.*





Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, February 22nd, 1940, at  
4 p. m.

Present -

The Chairman (Dr. Macdonald)	The Vice-Chairman
The Chancellor	The President
Mr. Young	Mr. Neilly
Mr. Burns	Hon. Dr. Kelly
Mr. Bryce	Dr. Gibson
Mr. Ross	Dr. Anderson
Chief Justice Rose	

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. McCulloch	Mr. McCarthy
Mr. McDonnell	Mr. Rogers
Hon. Dr. Ferguson	

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

Committee  
re Trust  
Funds

In accordance with notice previously given,

It was moved by the Chancellor,  
Seconded by Hon. Mr. Justice Kelly,  
And Resolved,

That a Committee composed of the Chairman, the President, the Chancellor, the Hon. Chief Justice Rose, the Hon. Mr. Justice Kelly, Mr. Osler, Mr. Morrow, Mr. Burns and Mr. Young, be appointed to consider and report to the Board whether it is advisable to establish a Standing Committee in respect of Trust Funds, and if so to make recommendations as to the powers and duties of such Committee, the mover to be convener of the Committee.

Report of  
Prof.D.C.  
Jackson  
re survey  
in Applied  
Science

The Secretary handed to each member of the Board present a mimeographed copy of Professor Dugald C. Jackson's report on the survey he had made in the Faculty of Applied Science and Engineering. In this connection it was ordered that a copy be forwarded to the Minister of Education for his information with the request that as it had not yet been formally dealt with by the Board it be considered confidential. The

Survey  
in  
Applied  
Science  
(Cont'd)

President was also authorized to transmit a copy to Professor Treadgold as Chairman of the Committee appointed to report on the revision of the curricula in the Faculty of Applied Science, with the understanding that it be treated as confidential.

Donation  
of refriger-  
ator by  
Canadian  
Westing-  
house Co.

Dr. Russell reported that Mr. Paul J. Myler of the Canadian Westinghouse Company had very kindly consented to present to the University for use in the Department of Physics the refrigerator which had been on loan to that department, and that at the request of Mr. Myler he had furnished him with an illuminated copy of the following resolution passed by the Board in this connection:-

It was moved by Hon. G. Howard Ferguson,  
Seconded by Mr. F. K. Morrow,  
And Resolved,

That the thanks of the University of Toronto be and are hereby tendered to the Canadian Westinghouse Company and/or Paul J. Myler for the generous donation of a second-hand refrigerator, and that Dr. T. A. Russell be asked to communicate such thanks to Mr. Myler if and when such donation is actually completed.

The Governors expressed their appreciation of the arrangements made by Dr. Russell and their thanks for the manner in which he had conveyed to Mr. Myler their gratitude for this gift.

Amount  
of cash  
allowed  
to be  
kept on  
hand by  
the  
Bursar  
under  
By-Law  
No. 20

Following the approval and adoption of the revised University By-Laws at the last meeting of the Board and in conformity with the regulations laid down in connection with the duties of the Bursar as contained on page 18, Section 20, paragraph (4),

It was moved by Mr. Ross,  
Seconded by Mr. Neilly,  
And Resolved,

That the amount of cash which the Bursar may keep on hand to make disbursements of a routine nature in connection with his office customarily made in cash shall not exceed One Thousand Dollars (\$1,000).

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Arts:

Chemistry:

Miss S. Platt

- Assistant in Organic Chemistry  
Research, for 4 mos. from  
1 March, 1940 \$80 per month

Faculty of Medicine:

Surgery & Clinical Surgery:

B. F. Hazelwood

- Resident Fellow, from 1 January to  
30 June, 1940 (vice F. R.  
Wilkinson, resigned) \$200



Appoint-  
ments  
(Cont'd)

Institute of Child Study:

Assistants for the Session 1939-40:

Mrs. J. Kathleen Turner

\$200

Miss C. MacKay

50

Miss J. Rea

50

Special Research:

Research Assistants for May and June, 1940:

R. G. Anthes

- Electrical Engineering, \$115 per month

W. A. Wallace

- Mechanical Engineering, 165 " "

Other recommendations from the President were approved as follows:-

Leave of  
absence  
to Mrs.  
Gratton

Leave of absence to Mrs. M. Gratton, Laboratory Assistant in Histology in the Faculty of Dentistry, for four weeks from 19th February, with pay, on account of injuries sustained in a fall.

Amend-  
ments  
to  
Estimates

Transfers in appropriations:

Chemistry - Organic Research:

From "Supplies, Apparatus and Equipment"

To "Salaries"

\$320

Political Economy:

From "Salaries"

To "Office and Class Room Supplies"

130

From "Clerical Assistance"

To "Office and Class Room Supplies"

129

Engineering Research - Electrical Engineering:

From "Expenses"

To "Salaries"

170

Communications were presented by the President and dealt with as follows:-

Audited  
accounts  
of the  
Students'  
Adminis-  
trative  
Council

From the Secretary-Treasurer of the Students' Administrative Council transmitting the audited statement of the accounts of the Council for the six months ending December 31st, 1939, and following a detailed explanation of the same by the President this statement was received and approved.

Graduate  
Fellow-  
ship of  
Imperial  
Oil Ltd.

From Mr. George H. Smith, President of Imperial Oil Limited, advising that this Company would again donate a Graduate Fellowship of \$500 for 1940-41, which was accepted with thanks and appreciation.

Policy to  
be adopted  
re consid-  
eration of  
Estimates

The President enquired of the Board what policy should be followed by him in considering the University Estimates for 1940-41, and it was ordered that rigid economy be exercised in this respect and that no increases or promotions be made except in the most unusual and exceptional circumstances.

Meeting  
with  
Govern-  
ment  
re  
Special  
Grant

In this connection the Chairman stated that in accordance with arrangements made with the Minister of Education a deputation of the Board waited upon the Prime Minister on January 8th, 1940, at 12 o'clock noon. A comprehensive explanation of the University affairs was given by the Chairman at this meeting, and the Prime Minister expressed his appreciation of the efforts of the Board of Governors and stated that he hoped it would not be necessary to make a further cut in the University grant of \$1,000,000 for the coming year. Those present at the meeting were as follows:-

The Prime Minister, the Hon. Mitchell Hepburn  
The Minister of Education, Dr. L. J. Simpson  
The Deputy Minister, Dr. Duncan McArthur  
The Chairman of the Board, Dr. Macdonald  
President Cody  
Hon. Dr. Howard Ferguson  
Mr. George H. Ross  
Mr. F. K. Morrow  
The Bursar, Mr. Higginbottom

Note: In the hurry to arrange the meeting Dr. Russell was not called.

The Board were pleased to be informed by Mr. Ross that the Chairman had made a most admirable presentation of the University situation on this occasion.

The following donations were reported and were accepted with thanks and appreciation:-

Professor  
Ashley's  
gift re  
Parsons  
Scholar-  
ship

From Professor C. A. Ashley a cheque for \$125 to cover the second instalment of the S. R. Parsons Scholarship in Commerce and Finance for 1939-40, thus enabling this scholarship to be continued for the current year pending other arrangements which the President hoped to make.

Grant re  
Aerial  
Navigation

From the Dominion Government through the Minister of Transport a cheque for \$9,000 as a grant for 1939-40 towards the Course in Aerial Navigation.

Grant  
from  
Scottish  
Rite  
Masons

From the National Committee for Mental Hygiene, New York, a cheque for \$625 from the funds of the Scottish Rite Masons as the second quarterly payment on account of the grant of \$2,500 for research work in dementia praecox under Dr. G. E. Hall in the Department of Medical Research - Banting.



sented and upon motion of Dr. Gibson was approved as follows:-

The Property Committee begs to report to the Board of Governors:-

Forest  
School  
Practice  
Camp

1. In connection with the report from the Faculty of Forestry, referred to your Committee by the Board, Dean Howe and Professor Cosens attended the meeting at which this matter was discussed, and they outlined the whole situation. The present location of the Forest School Practice Camp in Haliburton some 12 miles north of Minden is satisfactory in several respects, but the present trend for greater practical work for students in the field makes it necessary to acquire a permanent practice camp and demonstration area. For this purpose it was suggested that consideration be given to a new location. The Faculty of Forestry proposes consideration of an area which is a portion of the timber limits of Mickle, Dymont & Son, Limited, in the Township of Sherborne near Dorset. This company has passed through various vicissitudes so that now the Royal Bank of Canada is interested in the sale of stumpage or the transfer of the license of all or a portion of these limits. The company has submitted a price of \$5,000 for the conveyance of all right, title and interest in the land and timber desired.

After a lengthy discussion of this matter it was suggested that Mr. Morrow might consult with the Royal Bank as to the best possible arrangements that could be made in this connection, and your Committee recommends that such action be taken.

Request  
from  
Trinity  
College  
for  
right-  
of-way

2. Your Committee has considered the application from Trinity College, also referred to it by the Board, for the granting of a right-of-way over two parcels of University land in connection with certain additions to their buildings on Hoskin Avenue. In this matter the Superintendent reports that he feels the granting of this request would be detrimental to the University Men's Residences without adequate compensating advantages to Trinity, and your Committee concurs in the Superintendent's view that it would be quite feasible for Trinity to construct an entrance from both Hoskin Avenue and Devonshire Place on their own property without interfering with the playing area and without the removal of any trees of consequence.

Your Committee therefore regretfully recommends that this request be not concurred in by the Board.

Addition-  
al vote  
for No.  
119 St.  
George  
Street

3. Your Committee has received a request from the Superintendent for an additional appropriation of \$600 for the balance of this year in connection with the maintenance of No. 119 St. George Street, as owing to the large increase in enrolment in the Canadian Officers' Training Corps and the very intensive use made of this building day and night, he estimates that the cost of operating the building will be between \$2,600 and \$3,000 as against the amount of \$2,000 originally voted, the Dominion Government having increased the grant to the C.O.T.C. this year from \$2,000 to \$4,495 and the Military Committee being agreeable to pay from Corps funds the cost of maintenance in excess of \$2,600, not to exceed \$400.

Your Committee recommends that an additional vote of \$600 be granted as requested.

No. 86  
Queen's  
Park

4. The Superintendent reports that Mr. McAllister, Deputy Minister of Public Works, has advised him that the Ontario Provincial Police are vacating the premises at No. 86 Queen's Park on March 1st, 1940, and has expressed the hope that the Associated Medical Services could be given accommodation there, Dr. J. A. Hannah, the Managing Director, having made formal application for the same.

After considering this matter your Committee is of the opinion that it would be inadvisable to enter into any negotiations for the use of this building at the present time and therefore recommends that the Board do not acquiesce in this request.

All of which is respectfully submitted.

20th February, 1940.

(Sgd) John J. Gibson  
Chairman



Memor-  
andum  
by Mr.  
Neilly  
re  
cost  
per  
student

The following memorandum was presented by Mr. Neilly:-

Mr. Chairman:

Some few weeks ago, when a bursary grant to a student in Medicine was approved by this Board, I asked how the funds necessary to pay such bursaries were obtained, and, if memory serves me correctly, the reply, from either the Chairman or the President, was that a percentage of the fees was set aside for that purpose.

For some reason I remained curious about this question of bursaries, and a few days later I asked for, and obtained, further information from the Bursar.

To begin with, it would appear that the amount appropriated for bursaries each year has no definite relationship to the amount of fees collected. The amount set aside for bursary awards during the 1935-36 Session was \$18,000. The fees collected in the 1938-39 Session showed a considerable increase over the 1935-36 period, but the amount set aside for bursaries, in place of being increased in like proportion, was decreased from \$18,000 to \$15,000.

Another curious fact came to light, namely - that for all practical purposes all the bursaries awarded this year went to the Faculty of Arts or the Faculty of Medicine.

The largest aggregate amount of fees paid by any Faculty in 1939 was \$190,410, received from the Science students, but they got no bursaries.

Medicine paid \$173,958 in fees and obtained bursaries to a value of \$4,475.00.

Arts paid \$123,553 and were granted bursary awards totalling \$9,275.00.

After pondering this situation, I phoned the Dean of Science and asked him how many bursaries he had requested and how many had been granted to students in that Faculty. His answer was that if bursaries were available to students in Science it was the first he had heard of it.

Now Gentlemen, if the Dean of Science is responsible for this lack of information, he should be severely reprimanded. If he is not responsible, other parties are, and to my mind the only possible defence they could offer is that Arts and Medical students are, by way of fees, paying a higher proportion of the actual cost of their education at this University than do the students in Science.

Can any person confirm such an assertion? The answer is "No".

Here is a great University emphasizing the undoubted value of research work. Here is a great University offering courses of instruction in Commerce and Finance. Here is a great University with no knowledge of unit costs, and, so far as one can ascertain, making no effort to obtain that which I would describe as fundamental and essential to intelligent direction.

With a view to remedying this unfortunate condition, I therefore move that the Bursar, Registrar and Superintendent of Buildings, constitute a Special Committee, and that we instruct such Committee to study and report in detail, a practical plan for ascertaining the cost per student year in each of the Faculties and Departments of this University, based upon this year's costs, and that they be requested to present such detailed plan for this Board's consideration as soon as possible.

After a discussion of the whole situation the Special Committee above referred to was appointed and instructed to proceed along the lines suggested, the Bursar being named as Convener. In addition to the suggestions outlined it was decided to enlarge upon the above motion in order to ascertain the cost to the University of work which might possibly be borne by the federated colleges.



Proxy re  
St. Law-  
rence  
Corpora-  
tion

Upon motion of Dr. Russell, seconded by Mr. Bryce,

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authority was given for the Chairman and the Bursar to sign the  
form of proxy for the Annual General Meeting of the St. Lawrence  
Corporation Limited to be held on March 19th, 1940, in Montreal.

The meeting adjourned at 5:15 p.m.

*Indefinite  
B.*

Minutes confirmed

*March 14<sup>th</sup> 1940.*

*[Signature]*  
Vice-Chairman





Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, March 14th, 1940, at  
4 p. m.

Present -

The Vice-Chairman (Dr. Russell)	in the Chair
The Chancellor	The President
Chief Justice Rose	Dr. Anderson
Mr. Young	Mr. Bryce
Mr. Morrow	Mr. Burns
Mr. Neilly	

The Bursar was present as Secretary

Before proceeding with the business of the meeting the  
Secretary reported that he had been informed on behalf of the following  
members that they would be unable to attend:-

The Chairman (Dr. Macdonald)	Dr. Gibson
Mr. Osler	Mr. Rogers
Hon. Dr. Bruce	Hon. Dr. Ferguson
Mr. Ross	

The minutes of the last meeting were read and upon  
motion of Mr. Bryce were confirmed.

In connection with the death of Mr. T. E. McDonnell,  
one of the valued members of the Board -

It was moved by the Rt. Hon. Sir William Mulock, K.C.M.G.,  
Seconded by Mr. F. K. Morrow,  
And Resolved,

That the Board of Governors of the University of Toronto place on record its sense of the deep loss it has sustained in the death of Mr. Thomas Edward McDonnell.

He came to the Board with the ripe experience of a life spent in the service of a great transportation company. His knowledge of general principles as well as of detail made his judgment on finance and policy sound and practical. He was a member of the Standing Committee on Finance; he represented the Board on the Governing Body of the Toronto Conservatory of Music.

His kindly personality, his regular attendance at meetings as long as health permitted, his keen mind, and his deep interest in the welfare of the University won for him the respect as well as the warm regard of his fellow-members. His appointment as President of his company on the forty-first anniversary of his entering its service as a humble employee will always be a challenge and an inspiration to Canadian youth. Brains and work make a way to the top.

To his son, Alonzo's ordination to the priesthood of his church on February 2nd of this year, Mr. McDonnell had looked forward with eager expectation. He was privileged to witness this ceremony. A month later this son conducted the solemn funeral rites of his father.

The Board offers its sincere sympathy to the members of his family in their bereavement.

Resolution of  
condolence  
upon  
death of  
Mr. T.E.  
McDonnell

Report of  
Dr. D. C.  
Jackson  
on survey  
in Applied  
Science,  
and ap-  
pointment  
of Special  
Committee

Arising out of the minutes the Board decided that in view of the numerous requests for copies of Dr. Dugald C. Jackson's report on the survey he made in the Faculty of Applied Science, the report be printed at the University Press and sold at a price per copy sufficient to cover the cost of the same, even though it had not yet been formally dealt with. The Bursar was instructed to obtain, when completed, a copy of the report of the Committee of the Faculty of Applied Science which is considering Dr. Jackson's report. The following Committee of the Board was then appointed to confer with the above-mentioned Committee in connection with the same and report to the Board:-

The President (Convener)  
The Chairman  
Mr. Neilly  
Mr. Bryce  
Mr. Burns  
Mr. Morrow

Authority was also given for mimeographed copies of Dr. Jackson's report to be sent to Mr. H. E. Wingfield, President of the Engineering Alumni, for the information of the Council; to Professor E. F. Burton of the Department of Physics; and to Mr. A. E. K. Bunnell, one of the representatives of the Senate of the graduates in Engineering, with the request that he return it within two weeks' time. Letters were read from Dr. Jackson acknowledging receipt of the balance of the remuneration for his services in connection with the survey and stating that his visit to Toronto proved to be interesting and pleasurable, and that our people were able and hospitable. He also thanked the Bursar personally for his kind helpfulness and suggestions and hoped that the report would be of true service in advancing the Engineering School in a manner appropriate for the principal engineering school of the Province. A letter was also read from Dr. Duncan McArthur, Deputy Minister of Education, expressing thanks for a copy of the report.

Appoint-  
ment of  
Mr. Ross  
as Acting  
Chairman  
of Fin-  
ance Com-  
mittee  
during ill-  
ness of Mr.  
Osler

There was read a letter from Mr. F. Gordon Osler, addressed to the Chairman, expressing regret that owing to his illness the business of the Trust Funds had been so long delayed, and suggesting that his place as Chairman be taken by some other member of the Board. The Governors were extremely sorry that Mr. Osler had been unable to continue his usual active interest in the affairs of the University, and upon motion of Mr. Neilly Mr. George H. Ross was appointed as Acting Chairman of the Finance Committee.



Invitation of Mr. Neilly to members of Board to be his guests at dinner following meeting of March 28th, and to visit the Connaught Laboratories after.

In a letter to the Chairman Mr. Neilly extended an invitation to the members of the Board to be his guests at dinner at the York Club following the meeting of the Board on March 28th, at which the Estimates of the Connaught Laboratories would be presented, and suggested that following the dinner the members adjourn to the Laboratories on College Street where some short papers would be presented treating with the history, etc. of the organization, and an inspection made of the plant and equipment. Mr. Neilly's invitation was accepted with much pleasure.

#### Appointments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

##### Faculty of Arts:

###### Fine Art:

Miss Ruth M. Home

- Special Instructor for the) without  
Session 1939-40 ) salary

##### Faculty of Medicine:

###### Anatomy:

R. G. MacKenzie

- Demonstrator, from 27 February to 30 June, 1940 (vice A. D. Rice, resigned) \$83.33

###### Hygiene & Preventive Medicine:

E. L. Davey

- Lecturer (part time) from 1 February to 30 June (vice M. H. Brown, on war service) \$435.

###### Obstetrics & Gynaecology:

Miss V. Wilgar

- Secretary, from 1 March to 30 June, 1940 (vice Miss H. Carson, on war service) \$75 per month

##### School of Hygiene:

###### Epidemiology and Biometrics:

W. B. McClure

- Visiting Lecturer for the Session 1939-40 \$100

###### Physiological Hygiene:

Miss J. M. Patterson

- Research Assistant, from 1 March to 30 June, 1940 \$100 per month

Miss L. C. Barber

- Technical Assistant, from 1 March to 30 June, 1940 \$ 75 " "

##### University Extension and Publicity:

###### Business Courses:

Instructors for the Session 1939-40:

W. L. White

- \$ 50

J. F. Parkinson

- 100

Attendants for Evenings

- 120

Other recommendations from the President were approved as follows:-

Extension of sick leave to Miss M. Lavell

An extension of sick leave with salary to Miss Mona Lavell, a clerk in the Registrar's Office, to 30th June, 1940, she to supply a substitute.

Transfers in appropriations:Physiology:

From "Salaries"

To "Supplies and Apparatus"

\$300

School of Hygiene:

From "Salaries"

To "Special Lecturers, Epidemiology &amp; Biometrics - \$100

"Supplies" do. - 150

"Supplies" Administration - 100

\$350

Bursary  
to Mr.  
J. Britton,  
Graduate  
Studies

A bursary award of \$70, to be applied in payment of fees due, was granted to John W. Britton enrolled in the School of Graduate Studies.

Advisory  
Committee  
re Geo-  
physics

The following Advisory Committee on the work in Geophysics in the Department of Physics was appointed:-

Mr. Bryce (Convener)

Mr. Neilly

Mr. Morrow

The President reported the following donations, which were accepted with thanks and appreciation:-

Rocke-  
feller  
Founda-  
tion  
grant of  
\$6,000  
to School  
of Hygiene

From the Rockefeller Foundation a grant of \$6,000 to the University to provide the salaries of research assistants for Professor E. W. McHenry of the School of Hygiene in connection with researches on vitamins, this grant to be available for the academic years 1940-41 and 1941-42.

Graduate  
Fellow-  
ship from  
Lady Kemp

From Lady Kemp a continuance of her contribution of \$500 for a Fellowship in the School of Graduate Studies for 1940-41.

S. R.  
Parsons  
Scholar-  
ship

The President also reported that Mrs. E. A. Hethrington daughter of the late Mr. S. R. Parsons, had assured him that she would continue the \$250 Scholarship in Commerce and Finance originally given by her father.

Other communications were presented and dealt with as follows:-

Request  
for exemp-  
tion from  
Dominion  
Income Tax

From the University Solicitor transmitting copy of a letter he had received from the Commissioner of Income Tax at Ottawa which stated that the Department was still of the opinion that the University of Toronto could not claim to perform a function of Government within the meaning of Section 9-B of the Income War Tax Act but that it was merely receiving subsidies from the Province of Ontario, and that it was regretted that the Bursar's request on behalf of the University for exemp



tion from tax under this section could not be granted. After discussing the matter the Board approved of the Chancellor's suggestion that the University Solicitor be instructed to proceed to Ottawa within a week's time and to present the University's case to the proper authorities in an endeavour to obtain a continuance of the exemption from this tax heretofore granted the University.

Liability in connection with work on concentrated human blood serum

Also from the University Solicitor, stating that in connection with the question of the University's position with regard to the furnishing of human blood serum to the Forces for the treatment of the wounded he had discussed the whole matter with Dr. Best and was of the opinion that in view of the possibility of claims being made against the University arising from injury, infection, negligence, etc., it would be worth considering the advisability of obtaining insurance as a precaution against such claims.

Upon motion of Mr. Neilly,  
Seconded by Chief Justice Rose,  
It was Resolved,

That Dr. Best be instructed to endeavour to ascertain if it would not be possible to have the Department of Militia and Defence, or whoever might be responsible for the arrangements whereby concentrated human blood serum is prepared by the University for use under service conditions, to assume responsibility for any liability which might arise in this connection.

Proposed changes re payment of fees in Faculty of Medicine

From the Assistant Dean and Secretary of the Faculty of Medicine transmitting new regulations, approved by the Council of that Faculty, which dealt mainly with fees being paid prior to registration. The President stated that the Bursar and the Registrar had gone into this matter very thoroughly and he recommended, as they did, that in view of the prevailing war conditions and the difficulties involved, the present was not an opportune time to make the changes suggested. The Board concurred in this recommendation.

Donation of \$100 to Department of Chemistry

From Professor F. B. Kenrick enclosing cheque for \$100 from Mr. A. H. Simpson, 2425 Yonge Street, Toronto, for an investigation of some Northern Ontario platinum-bearing ores, and at his request the Board gave authority for \$50 of this amount to be paid to Mr. D. Burpee, an Assistant in Chemistry, for work done in the evenings, and for a transfer of the remaining \$50 to the department's appropriation for "Chemicals, Glassware, etc."

Repairs to car owned by R.O.M. of Palaeontology

From Professor E. S. Moore, together with a recommendation from the Chairman of the Museum Board, requesting authority for an expenditure of \$100 for repairs to the station wagon owned by the Royal Ontario Museum of Palaeontology in order to enable Dr. L. S.

Car in  
Palaeon-  
tology  
(Cont'd)

Russell of the Department of Geology to use it for some field work in Western Canada. Authority was given for the sum of \$100 to be provided by the Department of Geology to take care of the necessary repairs as compensation for the use of the car.

Profes-  
sional  
Engin-  
eers'  
Scholar-  
ship

From the Secretary-Treasurer of the Association of Professional Engineers of the Province of Ontario transmitting copy of a motion passed by their Council granting a renewal of their scholarship of \$100 to the University for 1940-41, which was accepted with thanks and appreciation.

Report  
of the  
Special  
Committee  
on Trusts,  
and notice  
of motion  
by the  
Chancellor

The following report of the Special Committee on Trusts was presented by the Chancellor:-

To the Board of Governors,  
University of Toronto.

Gentlemen:-

On February 22nd, 1940, the Board of Governors upon motion of the Chancellor, seconded by the Hon. Mr. Justice Kelly, passed the following resolution:-

"That a Committee composed of the Chairman, the President, the Chancellor, the Hon. Chief Justice Rose, the Hon. Mr. Justice Kelly, Mr. Osler, Mr. Morrow, Mr. Burns, and Mr. Young, be appointed to consider and report to the Board whether it is advisable to establish a Standing Committee in respect of Trust Funds, and if so to make recommendations as to the powers and duties of such Committee, the mover to be convener of the Committee."

Your Committee held a meeting on March 12th at which the following members were present:-

The Chancellor  
Hon. Chief Justice Rose  
Mr. Morrow

The President  
Hon. Mr. Justice Kelly  
Mr. Burns

The Bursar was present as  
Secretary to the Board.

Upon motion of the President, seconded by Mr. Morrow, the Chancellor took the Chair.

After careful consideration of the matter referred to it your Committee begs to recommend that a Standing Committee to be called the COMMITTEE ON TRUSTS be established and that it consist of, in addition to the ex-officio members, three other members of the Board.

Your Committee further recommends that -

1. It shall be the duty of the Bursar -  
To set forth in and maintain a book:
  - (a) The particulars of all Trust Funds and Gifts in Trust which from time to time are held by the University;
  - (b) The respective Trusts on which said Trust Funds or other Gifts in Trust are held;
  - (c) The disposition thereof;
  - (d) The securities held by the University in respect thereof.



Report  
of the  
Special  
Committee  
on Trusts  
(Cont'd)

2. It shall be the duty of the said Committee -
  - (a) To supervise the maintenance of such book;
  - (b) From time to time, and not less frequently than once each six months, to present to the Board of Governors a report in respect of the discharge of the duties above imposed upon the Bursar.
3. The said book shall be laid on the table of the Board at any meeting, at the request of any member, for examination by the members and, further, every member shall be entitled to examine the same in the Bursar's Office at all reasonable times.

(Sgd) W. Mulock

12 March, 1940

Chairman of the Committee.

Upon motion of the Chancellor, seconded by Mr. Morrow, the report was adopted, with the addition of the words "or books" after the word "book" in recommendations (1), (2) and (3).

In this connection the Chancellor gave notice that he would move at the next meeting of the Board that a By-Law be passed establishing a Standing Committee to be called the COMMITTEE ON TRUSTS, referred to above, and that it consist of, in addition to the ex-officio members, three other members of the Board.

Report  
of the  
Special  
Committee  
on Student  
Costs

A report of the Special Committee on Student Costs was presented and consideration of same deferred until the next meeting.

Statutes  
of Senate

The following Statutes of Senate, transmitted by the Registrar, were read and approved:-

- |           |   |  |
|-----------|---|--|
| Nos. 1464 | - | Respecting the Harold G. Fox Prizes in the Law of Contract and in Commercial Law |
| 1465      | - | " the Governor-General's Gold and Silver Medals                                  |

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on February 8th, 1940, and the same was laid on the table. Also his Estimate, under By-Law No. 20, of the amount required to defray Current Expenditure for the balance of the month of March and the first part of April. Ordered that an Accountable Warrant for Two Hundred and Seventy-five Thousand Dollars (\$275,000) be issued to the Bursar.

Portrait  
of Dr.  
D. Bruce  
Macdonald

Following the usual custom of obtaining a portrait of the presiding Chairman of the Board of Governors, Dr. Russell stated that several of Dr. Macdonald's friends were desirous of making contributions for this purpose, and the Board gave its enthusiastic approval to the painting of the same. It was suggested that the subscribers be asked to send their cheques to the Bursar, who stated that it would give him much pleasure to be of any assistance possible in the matter.

The meeting adjourned at 5:55 p.m.

*Indefed  
H.B.*

Minutes confirmed

*march 28<sup>th</sup> 1940*

*D. Bruce Macdonald*  
Chairman



Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, March 28th, 1940, at  
4 p. m.

Present -

The Chairman (Dr. Macdonald)	Mr. Bryce
The Vice-Chairman	Mr. Burns
The Chancellor	Mr. Neilly
The President	Mr. Ross
Dr. Gibson	Mr. Morrow
Dr. Anderson	

The Bursar was present as Secretary

Before proceeding with the business of the meeting the  
Secretary reported that he had been informed on behalf of the following  
members that they would be unable to attend:-

Mr. McCarthy	Hon. Dr. Bruce
Mr. McCulloch	Hon. Dr. Ferguson
Mr. Rogers	Chief Justice Rose
Mr. McCullagh	Mr. Young

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were  
reported:-

There was read a letter from Miss Elizabeth McDonnell  
expressing appreciation of the Board's resolution of sympathy upon the  
death of her father, Mr. T. E. McDonnell.

There was also read a letter from the University  
Solicitor stating that he had received a letter from the Commissioner  
of Income Tax, Ottawa, arranging an appointment for him for Tuesday,  
April 2nd, to discuss the question of the University's claim for exemp-  
tion from income tax.

In accordance with the notice of motion given, the  
By-Law in connection with the establishment of a Standing Committee on  
Trusts was, upon motion of the Chancellor, seconded by the President,  
passed as follows:-

Letter of  
thanks  
from Miss  
Elizabeth  
McDonnell

Appoint-  
ment for  
Solicitor  
at Ottawa  
re income  
tax

By-Law re  
Committee  
on Trusts

By-Law re  
Committee  
on Trusts

Respecting the Standing Committee on Trusts.

BE IT ENACTED by the Board of Governors of the University of Toronto:-

1. THAT there shall be a Standing Committee, to be called the "COMMITTEE ON TRUSTS".
2. THAT in addition to the ex-officio members the Committee shall consist of three other Governors to be named by the Board.
3. THAT it shall be the duty of the Bursar to set forth in and maintain a book or books -
  - (a) The particulars of all Trust Funds and Gifts in Trust which from time to time are held by the University;
  - (b) The respective Trusts on which said Trust Funds or other Gifts in Trust are held;
  - (c) The disposition thereof;
  - (d) The securities held by the University in respect thereof.
4. THAT it shall be the duty of the said Committee -
  - (a) To supervise the maintenance of such book or books;
  - (b) From time to time, and not less frequently than once each six months, to present to the Board of Governors a report in respect of the discharge of the duties above imposed upon the Bursar.
5. THAT the said book or books shall be laid on the table of the Board at any meeting, at the request of any member, for examination by the members and, further, every member shall be entitled to examine the same in the Bursar's Office at all reasonable times.

PASSED this twenty-eighth day of March, 1940.

(Sgd) D. Bruce Macdonald (L.S.)  
Chairman

Possible  
conflic-  
tion of  
Committee  
re Trusts  
and Sub-  
Committee  
of Finance  
Committee

In this connection Mr. Ross, who was appointed Acting Chairman of the Finance Committee at the last meeting, drew attention to the possible confliction of the newly established Standing Committee on Trusts and the Sub-Committee of the Finance Committee which had been appointed some time previously in connection with the Trust Funds. The Board then decided that the Sub-Committee of the Finance Committee should continue the consideration which it was giving to this matter.



Report re  
Connaught  
Laborator-  
ies, includ-  
ing 1940-41  
Estimates  
and honor-  
arium to  
Dr. Defries

Mr. Neilly presented the following report in connec-  
tion with the Connaught Laboratories:-

To the Board of Governors,  
University of Toronto.

We submit herewith, in detail, the estimated expenditures to be made by Connaught Laboratories Committee, during the fiscal year April 1, 1940, to March 31, 1941.

It will be noted that the estimated provision for salaries exceeds the figure submitted a year ago by almost \$20,000. The reasons for the extent of this increase may be stated as follows:-

- (a) Production and sales have shown an increase, partially by reason of war demands, and the number of salaried appointments listed has grown from 231 a year ago to 257 this year.
- (b) The regular salaries of those members of the staff, who have been given leave of absence for overseas service, have been retained in the estimates, since, if they should return during the coming year, their services, if available, will be gladly accepted and utilized.
- (c) Certain minor increases may be described as contractual, since many recruits to the staff are taken on at very low rates of pay and promised increases if their services prove to be satisfactory. Certain promotions have been found necessary, to fill the gaps left by those proceeding overseas, and other promotions have been necessary to keep step with increased production.

Aside from the increases above described, about \$4,000 has been allocated by way of increase and as evidence of our appreciation of deserving service, and spread among some 65 members of the staff.

The estimate to cover the cost of "Materials, Supplies and Expenses" exceeds that of a year ago by some \$47,000. Since this figure is directly governed by the amount of business we do, the amount here submitted must be accepted as an approximation only, and has been set having regard for the fact that the cost of raw materials and supplies is showing a consistent upward trend.

Under "Revenue Account", sales for the coming year are estimated at \$660,000, a figure \$60,000 in excess of the estimate submitted a year ago, but only slightly in excess of what we expect will be our actual sales for the present year.

Our Annual Report will be submitted for your consideration during the month of June, and will, we are sure, prove to be a source of satisfaction to all concerned.

For some twenty-one months during the past two years, the Director, Dr. FitzGerald, has been absent, firstly through being abroad in connection with his work and latterly because of ill health, and has thus been prevented from carrying on his usual duties as Director of the Laboratories. During this time Dr. Defries, who next month will complete twenty-five years service with the Laboratories, has carried on his own work and assumed added duties and responsibilities as Acting Director. It has been a difficult period in more ways than one, but under all conditions Dr. Defries has discharged the duties of his dual position with great zeal and success, and as an expression of our appreciation, we are recommending that he be granted an honorarium of \$2,000.

In conclusion, I have the honour, on behalf of the Connaught Laboratories Committee, to ask that this Board, by Resolution, approve --

- (1) The estimates for the fiscal year April 1, 1940, to March 31, 1941, amounting in total to \$657,565.
- (2) The recommendation of this Committee that an honorarium of \$2,000 be paid to Dr. Defries, and that an expression of the Board's appreciation of good service, splendidly rendered, accompany such honorarium.

Signed on behalf of

THE CONNAUGHT LABORATORIES COMMITTEE

(Sgd) B. Neilly

27 March, 1940.

Chairman.

Resolu-  
tion re  
Estimates  
of Connaught  
Laboratories  
and honor-  
arium to  
Dr. Defries

Upon motion of Balmer Neilly, Esq.,  
Seconded by T. A. Russell, Esq., LL.D.,  
It was Resolved -

That the Estimates of the Connaught  
Laboratories for the fiscal year 1940-41, to a total of  
\$657,565, be and they are hereby approved, and

That in connection with the honor-  
arium of \$2,000 to Dr. Defries recommended by the Connaught  
Laboratories Committee and confirmed by the Board of Gover-  
nors, the Board wishes to express to him its deep apprecia-  
tion of his faithfulness, efficiency and unflagging devotion  
in managing the affairs of the School of Hygiene and the  
Connaught Laboratories during the prolonged absence of Dr.  
FitzGerald.

The Board expressed appreciation of the splendid work  
which had been done and is being done by Mr. Neilly as Chairman of the  
Connaught Laboratories Committee.

Mr. Neilly's  
dinner at  
York Club  
and visit  
to Con-  
naught  
Laborator-  
ies on  
College  
Street

As previously arranged the members of the Board ad-  
journd after this meeting to the York Club to be the guests of Mr.  
Neilly at dinner at 6:45 p.m., the following being in attendance:-

Mr. Neilly	Dr. Defries
The Chairman	Dr. Fraser
The Chancellor	Dr. Craigie
Dr. Russell	Dr. Best
Mr. Ross	Mr. Hutchison
Mr. Burns	
Mr. Bryce	
Dr. Gibson	
Mr. Young	
Chief Justice Rose	
Mr. Higginbottom	

Following the dinner these gentlemen proceeded to the  
Connaught Laboratories on College Street about 8 p.m., where certain  
members of the staff presented papers dealing with the history and work  
of the organization as follows:-

1. Dr. Defries - The origin and progress of the Labora-  
tories, especially the work done by  
Dr. FitzGerald in their development.
2. Dr. Fraser - Antitoxins and Toxins.
3. Dr. Best - The physiological work of the Labora-  
tories.
4. Mr. Hutchison - The business administration.
5. Dr. Craigie operated the lantern.

An inspection was then made of the plant and equipment  
and it was felt by all those present that they now had a much clearer  
conception of the activities of the Laboratories than heretofore. Tea  
was served at 11 p.m. following a very pleasant evening.

Report of  
Special  
Committee  
re Student  
Costs

The following report of the Special Committee on Student  
Costs, consideration of which was deferred from the last meeting, was  
presented by the Bursar:-



U N I V E R S I T Y   O F   T O R O N T O

REPORT OF SPECIAL COMMITTEE ON STUDENT COSTS

- - - - -

To the Board of Governors,

University of Toronto:

Gentlemen:-

Your Committee begs to report as follows:-

Appointment                      The Board of Governors at their meeting held on  
22nd February, 1940, adopted the following motion:-

"That the Bursar, Registrar and Superintendent of Buildings constitute a Special Committee, and that such Committee be instructed to study and report in detail a practical plan for ascertaining the cost per student year in each of the Faculties and Departments of the University, based upon this year's costs, and that they be requested to present such detailed plan for the Board's consideration as soon as possible."

It was ordered that the foregoing motion be enlarged upon in order to ascertain the cost to the University of work which might reasonably be borne by the Federated Colleges.

The Committee took the liberty of approaching the staff in Commerce and Finance, and Professor H. A. Innis and Professor C. A. Ashley joined in the discussions of the Committee.

Method                      The Committee examined a chart (Exhibit A) which shows the organization of the University, and it considered in general terms what methods might be appropriate for the breaking down of expenditures and the allocation of them to the students in the various Faculties. (\*) The undesirability of further breaking down expenditures and allocating them to the students enrolled in the various teaching departments is stressed in a later section of this report. Previous reports prepared in this University were examined, as was also such information as could be obtained readily from organizations in the U. S. A.

(\*) - For the purposes of this report the Departments of Social Science and University Extension are regarded as Faculties.





Few of the expenses of the University are attributable exclusively to any one faculty, and the Committee has examined each class of expenses to determine what principle should be used in allocating them to the faculties enjoying benefits from them. (See Exhibit B). The basic facts can be obtained from information already available in the administrative offices of the University and from a questionnaire.

Questionnaire      A form has been designed (Exhibit C) to obtain the information required from the academic staff. The Committee recommends that this form should be sent through departmental heads to every member of the staff of each teaching department, and that the information should be summarized by the departmental heads on separate forms; all the forms being sent back. The form calls for all the information that the Committee thinks is likely to be useful for its purpose; however, to guard against unforeseen difficulties it is suggested that forms of this type be sent first to three large departments as an experiment. If the examination of these forms when returned shows the need for additional information, or modification, the forms can be changed without waste of time or unnecessary trouble.

Principles of Allocation of Expenses      (Exhibit B)

The comparatively few expenses which can be directly attributed solely to the students of one faculty will, of course, be charged to that faculty without question. The allocation of expenses, the benefits from which are shared by the students of two or more faculties, is necessarily somewhat arbitrary. However, the Committee believes that the application of the principles outlined will give figures which will be very useful for comparison, and which will give a reasonably close approximation to "actual" costs. Each further sub-division of the total student body would require the application of further sets of arbitrary principles, and each further set of figures obtained would be less reliable,





and the confidence that could be placed on such figures would be so reduced that no valid conclusions could be reached and no actions safely based on them. Professor Ashley informs the Committee that this is the familiar problem of cost accounting in a firm manufacturing a wide variety of only partially standardized products; a problem that has never been satisfactorily solved by the accounting profession or the business world.

These principles which are most important have been discussed at great length by the Committee, and can in its opinion be maintained in the face of any criticism. If any further sub-division were attempted, the Committee feels that the figures obtained could be subjected to very damaging attack.

#### The Faculty of Arts

The Faculty of Arts presents a very complicated and difficult problem owing to the fact that its students may be receiving all, part, or none of their instruction from the Arts colleges. (See Exhibit D). In the Faculty of Arts the average cost per student of teaching University subjects can be obtained in the way already described. In University College the average cost per student of teaching college subjects can be similarly obtained. On the assumption, which can be tested after the questionnaires are completed, that students in one college choose much the same subjects as students in another college, the total average cost of each student in the Faculty of Arts as a whole can be obtained by adding together the two figures mentioned above.

#### Reservation

The Committee wishes to draw attention to the fact that, although the average cost per student can be calculated fairly accurately, this does not mean that an increase or decrease in the number of students would have a proportional effect on the total expenses of the University. For instance, if the total University registration should be decreased by 200, the reduction





in total expenses would be negligible, but if that number of students withdrew from one or two of the teaching departments and this resulted in the abolition of those departments, the reduction in total expenses would be considerable.

#### School of Graduate Studies

As courses of instruction are given in the federated Arts colleges to students enrolled in the School of Graduate Studies, the cost per student cannot be obtained without taking account of this. The Committee feels that the best method to follow would be to seek the co-operation of the colleges.

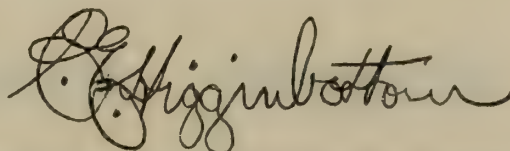
#### Ontario College of Education

The Committee's understanding is that the Ontario College of Education is not to be included in the proposed survey.

Your Committee has held several meetings to consider the various details relating to the information desired and has obtained extremely valuable assistance from Professors Innis and Ashley, and recommends that the Board give authority for the continuation of this co-operation.

If the Committee is instructed to proceed along the plans as outlined in this report considerable time and material will be involved in the preparation of the same, together with the employment of additional assistance in the compilation of the details to be obtained, for which some provision should be made.

All of which is respectfully submitted.



Bursar and Convener of the Committee.

March 11th, 1940.

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EXHIBIT "A"  
ORGANIZATION OF THE UNIVERSITY OF TORONTO

ADMINISTRATION OFFICES

PRESIDENT'S OFFICE

Receptions  
Convocation

BURSAR'S OFFICE

Law Costs  
Auditor's Fees  
Insurance  
Taxes

OTHER

Aid to Publications  
Library  
Pensions and Retiring  
Allowances  
Bursaries

REGISTRAR'S OFFICE

Examinations

SUPERINTENDENT'S OFFICE

Central Power Plant  
Central Stores  
Grounds  
Protective Service  
Telephones

EXPENSES

Royal Ontario Museum  
Convocation & Simcoe Halls  
Contingencies  
Capital Account Charges  
Publicity

FACULTIES AND TEACHING DEPARTMENTS

<u>ARTS</u>	<u>MEDICINE</u>	<u>HYGIENE</u>	<u>APPLIED SCIENCE</u>	<u>HOUSEHOLD SCIENCE</u>	<u>MUSIC</u>	<u>DENTISTRY</u>	<u>UNIVERSITY EXTENSION</u>
U.C.Depts.	Anatomy	Epidemiology & Biometrics	Electrical Engr.	Household Science Dept.	Music	Clinical Dentistry	Pass Course for Teachers
Classics	Biochemistry	Physiological Hygiene	Mechanical "	Food Chemistry "	Administ-ration	Dental Anatomy	Occupational Therapy
English	History of Medicine	Chemistry in Relation to Hyg.	Civil Engr. M. & S.	Administration		Dental Bibliography	Physiotherapy
French	History of Civilization	Administration	" " S. & G.			Dental Pathology & Bacteriology	Aerial Navigation
German	Hygiene & Prev. Medicine	Dept. of Hygiene & Preventive Medicine	Mining Engr.			Dental Praxis	Extension Lectures
Oriental	Medical Jurisprudence		Metallurgical Engr.			Dental Surgery & Anaesthesia	Administration
Ethics	Medicine & Clinical Medicine		Chemical Engr. & Applied Chemistry	<u>FORESTRY</u>	<u>GRADUATE STUDIES</u>	Dental Technology & Metallurgy	
Administration	Medicine		Sch. of Architecture	Forestry	Administration	English	<u>NURSING</u>
U.of T.Depts.	Medicine & Clinical Medicine		Engr. Drawing	Administration		Operative Dentistry	Nursing
Anthropology	Medicine		Applied Physics			Orthodontia	Public Health Nursing
Archaeology	Obstetrics & Gynaecology		Special Lectures			Periodontology	Administration
Astronomy	Ophthalmology		Administration			Preventive Dentistry	
Biology	Oto-Laryngology					Prosthodontia	
Botany	Paediatrics					Graduate Courses	
Chemistry	Pathological Chemistry					Infirmery	
Fine Art	Pathology & Bacteriology					Administration	
Geography	Pharmacy & Pharmacology						
Geology & Paleontology	Physiology					<u>SOCIAL SCIENCE</u>	
History	Psychiatry					Social Science	
Italian & Spanish	Radiology					Administration	
Law	Surgery & Clinical Surgery						
Mathematics	Therapeutics						
Military Studies	Physical Therapy						
Mineralogy	Anaesthesia						
Philosophy	Tonicology						
Physics	Research Professor						
Political Economy	Special Lectures						
Psychology	Graduate Courses						
Sociology	Administration						
Administration							
Optometry							
Pharmacy							

HART HOUSE

MEN'S RESIDENCES

University  
University College

WOMEN'S RESIDENCES & Union

University College

MISCELLANEOUS  
ATHLETICS & P.T.  
Men & Women

DEPARTMENTS  
HEALTH SERVICE  
Men & Women

CONNAUGHT LABS.

U. of T. PRESS

PHOTOGRAPHIC SERVICE





EXHIBIT B - PRINCIPLES OF ALLOCATION

(Subject to modification after discussion with the heads  
of the departments concerned)

ADMINISTRATION OFFICES:

President's Office	)	Such expenses as cannot
	)	
Bursar's Office	)	be specifically allocated
	)	
Registrar's Office	)	to be distributed on a per
	)	
Superintendent's Office	)	capita basis.

All building expenses to be allocated to the buildings on  
the basis of expenditures of the Superintendent for distribution on a  
student-hour basis.

TEACHING DEPARTMENTS:A - Salaries:

Academic student-hour basis

Lab. assistants and technicians student-lab-hour basis

Secretarial student-hour basis

Special salaries for Deans, etc. to faculty concerned

B - Departmental Apparatus and Supplies:

General student-hour basis

Lab student-lab-hour basis

LIBRARY on basis of the expenditures made by the Committee on  
the Library

UNIVERSITY EXTENSION to be proportioned according to the basis of  
expenditures in the following:

A - Pass Course for Teachers

B - Occupational Therapy; Physiotherapy; Aerial Navigation;  
Diploma Courses.

C - Extension Lectures

D - Publicity (on a per capita basis)





EXHIBIT B - page 2

ATHLETICS AND PHYSICAL TRAINING - MEN AND WOMEN and

HEALTH SERVICE - MEN AND WOMEN:

These are so involved that the principles cannot be determined until the Committee has further examined the details of the expenditures and discussed them with the officials concerned.

BURSARIES paid out of University funds:

To the faculties concerned

PENSIONS AND RETIRING ALLOWANCES:

A - Pensions (University's contribution to Pension Funds)

to the teaching and administrative departments concerned

B - Retirement allowances on a per capita basis

MUSEUM Any expense which can be attributed to a faculty will be charged it.

RESIDENCES:

A - University Men's Residences and No. 49 St. George Street -

The operating balance to be divided on a per capita basis

B - University College Residences and Union -

The operating balance to be assigned to University College.

RESEARCH:

Expenditures for Research which affect student costs are to be charged to the faculty concerned.

HART HOUSE:

The operating balance to be divided on a per capita basis among the men.

INSTITUTE OF CHILD STUDY:

To be considered only so far as it may concern University teaching.





EXHIBIT B - page 3STUDENT SOCIETY FEES:

The University collects and distributes directly, hence,  
they should not be included.

<u>CONNAUGHT LABORATORIES</u>	)	These units are self-sustaining and do not affect student costs.
	)	
<u>UNIVERSITY PRESS</u>	)	
	)	
<u>PHOTOGRAPHIC SERVICE</u>	)	

MISCELLANEOUS:

<u>Aid to publications</u>	)	Such expenses as cannot be specifically allocated to be distributed on a per capita basis.
	)	
<u>Contingencies</u>	)	
	)	

CAPITAL ITEMS:

Capital Account Charges - not to be included





Faculty

[illegible]

Information to be based upon calendar and enrolment for the year ending June 30, 1940.

If any Lab period is shared by more than one member of staff give full information.

Figures have to be identical with those under Arts above.





-11-

EXHIBIT D - INSTRUCTION IN THE FACULTY OF ARTS

Examples of the division of instruction between the Arts colleges on the one hand and the University Arts departments on the other.

---

1. Pass Course

The 322 students enrolled in the Third Year of the Pass Course during the session 1939 - 40 have chosen their Third Year subjects (five in each case) according to the following schedule:-

<u>Subjects Chosen</u>	<u>No. of Students</u>
5 College        ) 0 University    )	7
4 College        ) 1 University    )	48
3 College        ) 2 University    )	90
2 College        ) 3 University    )	105
1 College        ) 4 University    )	66
0 College        ) 5 University    )	6

## Summary:

Of 1610 subjects (5 x 322)  
733 are taken in the Arts colleges, and  
837 in the University Arts departments.

As students in the Pass Course continue to enrol in much the same subjects from year to year, the division of courses between College and University given in the schedule above will fairly closely apply to the First and Second Years as well.





EXHIBIT D - page 2

2. General Course:

Ten students (out of a total of 44) enrolled in the Fourth Year of the General Course during the session 1939 - 40 have chosen their subjects in each of the four years (five in each year) according to the following schedule:-

<u>Subjects Chosen</u>	<u>No. of Students</u>			
	<u>I Yr. Pass</u>	<u>II Yr. Pass</u>	<u>III Yr. General</u>	<u>IV Yr. General</u>
5 College ) 0 University )				
4 College ) 1 University )			1	1
3 College ) 2 University )	5	4	2	1
2 College ) 3 University )	4	5	2	
1 College ) 4 University )	1	1	3	5
0 College ) 5 University )			2	3
Summary:				
College	24	23	17	12
University	26	27	33	38

3. Selected Honour Courses:

In the Honour courses the division of instruction between the Arts colleges and the University must be calculated on an hour-per-week basis as these courses are not built up of five or more individual subjects in each year as are the Pass and General Courses.

In the following schedule it is shown that the division of the hours per week in each year between the College and the University may vary between the limits indicated according to the choice of options offered. Thus, in the First Year of the course in English Language and Literature a student may take all his work in the College, or he may choose University options up to nine hours a week, and take only the remainder in his College.

<u>Course</u>		<u>I Year</u>	<u>II Year</u>	<u>III Year</u>	<u>IV Year</u>
Classics	College	12½-11½	11-10	16-15	15 - 14
	Univer.	0 - 1	2-3	1-2	1 - 2
* English Language & Literature	College	16½- 7½	14½-7½	12-7	13½-10½
	Univer.	0 - 9	0 - 7	0-5	0 - 3
Mathematics & Physics	College	3	1	1	1
	Univer.	20	20	19	20

\* - It is interesting to note that there are ten different divisions of hours available under the options offered in the First Year of this course.





After careful consideration of the report the procedure recommended was approved in general with the following suggested revisions:-

1. Royal Ontario Museum: The inclusion of the cost to the University of the administration of the Royal Ontario Museum.
2. Receipts in connection with the Residences and Union and similar units to be disregarded.
3. The taking into consideration/expenses entailed in the collection of fees for Societies, etc.
4. Arts Colleges: Inclusion of co-operation in connection with the preparation of certain material.

The Bursar informed the Board that the following departmental heads had met with the Committee to consider the final form of the questionnaire before the general distribution of the same:-

Dean Beatty	- Mathematics
Professors Innis	) Political Economy
Ashley	)
Kenrick	- Chemistry
Walker	- Biology
Bott	- Psychology

Upon motion of Mr. Neilly an appropriation of \$2,000 was authorized to be used in connection with the preparation of material and for additional assistance necessary for the carrying out of the survey, this amount to be charged to "Contingencies".

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Applied Science:

The appointment of W. C. Macdonald as Lecturer in the Department of Chemical Engineering (vide folio 16) was amended by making the remuneration for the Session 1939-40 \$1,950

The appointment of D. H. McLaren as Demonstrator in the Department of Mining Engineering (vide folio 75) was amended for the months of March and April by making the remuneration \$30 per month

University Extension and Publicity:

Instructors:

Evening Tutorial Classes:

J. Campbell McInnes	- English Diction and Speech	200
J. W. Melson	- Celestial Navigation	100
D. G. Joy	- Aerial Navigation	100
R. T. Tanner	)	30
C. B. Bell	)	30
C. B. Kay	) Secretarial Practice	20
H. G. Soward	)	10

Business Courses:

N. P. Fraser	- Foreign Exchange (Expenses)	25
R. C. Borden	- Marketing (Travelling Expenses in United States Funds)	35.43

Ontario  
College  
of Educa-  
tion  
Estimates  
for  
1940-41

Upon motion of Mr. Bryce the Board approved of the Estimates of the Ontario College of Education for 1940-41, as transmitted by Dean Althouse and approved by the Minister of Education, and recommended by the President, to a total of \$246,000.

Payment  
to Engin-  
eering  
Alumni  
Associa-  
tion re  
expenses  
of survey  
in Applied  
Science

Also upon motion of Mr. Bryce the Board approved of the President's recommendation that the sum of \$100 be paid to the Engineering Alumni Association for certain expenses incurred by it in sending out questionnaires at Dr. Dugald C. Jackson's request in connection with his report on the survey made by him in the Faculty of Applied Science, this amount to be charged against the Wallberg Bequest.

The following donations were reported and were accepted with thanks and appreciation:-

Grant  
from  
National  
Founda-  
tion for  
Infantile  
Paralysis,  
New York

From the National Foundation for Infantile Paralysis of the United States, New York, the sum of \$2,400 voted by its Committee on Research for the Prevention and Treatment of After-Effects of Infantile Paralysis for work in the Department of Physiology under Dr. D. Y. Solandt.

Carnegie  
grant re  
Child Study

From the Carnegie Corporation the sum of \$5,000 toward support of the Institute of Child Study.

Grant re  
Aviation  
Medical  
Research -  
Banting

The Bursar presented a letter from Sir Frederick Banting stating that the Committee of Aviation Medical Research of the Department of National Defence, Canada, had recommended a budget totaling \$109,000 to cover the Aviation Medical Research work for the year 1940-41, and that approximately \$90,000 of this amount had been recommended for use by the Department of Medical Research - Banting at the University of Toronto. In accordance with Sir Frederick's request, pending the receipt of funds from the Government the Board authorized the Bursar to honour requisitions and accounts up to the sum of \$5,000 chargeable to the appropriation for "Aviation Medical Research - Hall" and to be treated in the same manner as those issued under that grant, on the understanding that if the amount was not forthcoming from the Government by June 1st these accounts would then be charged to the general funds of the Department of Medical Research - Banting.



Govern-  
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of agree-  
ment with  
federated  
colleges  
about  
fees

The Chairman presented a letter from Dr. McArthur, Deputy Minister of Education, transmitting a memorandum containing a survey of certain discussions which had taken place with representatives of the University of Toronto and the federated colleges regarding an extension of the agreement made last year in connection with fees. This matter was deferred for consideration to the next meeting of the Board.

Statutes  
of Senate

The following Statutes of Senate, transmitted by the Registrar, were read and approved:-

- Nos. 1461 - Respecting the Curriculum in Physiotherapy for the Session 1940-41
- 1462 - " the Curriculum in Occupational Therapy for the Session 1940-41

Enlist-  
ments for  
period  
1 Jan. to  
31 March,  
1940,  
and leaves  
of absence  
for dura-  
tion of  
war

The Bursar submitted a further list, covering the period 1 January to 31 March, 1940, of members of the staff who had been granted leave of absence for the duration of the war as follows:-

<u>Name</u>	<u>Title</u>	<u>Depart- ment</u>	<u>Date of Leave</u>	<u>Rank</u>
ARTS:				
#G. L. Assie	Lecturer	French	15 Jan/40	French Army
K. G. Gray	"	Law	Jan/40	Major, Toronto Military Hosp.
MEDICINE:				
#C. Aberhart	Fellow	Surgery	24 Jan/40	Capt., No. 15 Gen. Hosp.
L. C. Brock	Sr.Tech'n	Medical Research	5 Feb/40	
S.M.Campbell	Jr.Dem'r	Therapeu- tics	14 Sept/39	Capt. & Anaesthe- tist, No. 15 Gen. Hosp.
D.E.Cannell	"	Obstetrics and Gynae- cology	Sept/39	Capt., No. 15 Gen. Hosp.
#Miss H.Carson	Secretary	"	15 Jan/40	Nursing Sister, No. 15 Gen. Hosp.
#S. D. Gordon	Jr.Dem'r	Surgery	9 Dec/39	Capt., No. 15 Gen. Hosp.
#A.R.Hagerman	"	Medicine	15 Jan/40	O.C. Toronto Military Hosp.
#F. G. Kergin	Fellow	Surgery	2 Dec/39	Capt., No. 15 Gen. Hosp.
H.E.LeMasurier	Sr.Tech'n	Anatomy	27 Jan/40	Lieut. & Q.M., No.15 Gen.Hosp.
D.E.O.Magner	Lecturer	Pathology	1 Dec/39	Lieut.,No.15 Gen. Hosp.
#C.P.McCormick	Asst.Res. Fellow	Surgery	2 Jan/40	Capt., No. 15 Gen. Hosp.
#J.A.McFarlane	Jr.Dem'r	"	10 Jan/40	Lt.-Col. No.15 Gen. Hosp.
N.E.McKinnon	Assoc.Prof.	School of Hygiene	Jan/40	Capt., No. 15 Gen. Hosp.
J.C.Richardson	Jr.Dem'r	Medicine	1 Apr/40	Lieut.,Neuro- logical Hosp.
#T.R.Sarjeant	"	Surgery	7 Dec/39	Capt., No. 15 Gen. Hosp.

Enlist-  
ments,  
etc.  
(Cont'd)

<u>Name</u>	<u>Title</u>	<u>Depart- ment</u>	<u>Date of leave</u>	<u>Rank</u>
MEDICINE (Cont'd)				
A.C.Singleton	Asst. Prof.	Radiology	27 Jan/40	Capt. & Radio- logist, No.15 Gen. Hosp.
W.E.L.Sparks	Demon'r	Anatomy	Jan/40	Capt. No. 15 Gen. Hosp.
R.W.I.Urquhart	Lecturer	Patholog- ical Chem- istry	26 Jan/40	Major, No.15 Gen. Hosp.
#R.M.Wansbrough	Jr. Dem'r	Surgery	8 Jan/40	do.
A. W. M. White	do.	do.	11 Jan/40	Capt., "
ADMINISTRATION				
#J. R. Prince	Bookkeeper	Bursar's Office	25 Jan/40	R. C. A. F.

# - Previously reported to the Board.

"Holwood"

At the Chairman's request authority was given him to ascertain the cost of maintenance of "Holwood" and the construction of a gymnasium there; also what the possible income would be in connection with the use of the same as a women's building.

*Indefad  
m.B.*

The meeting adjourned at 6 p. m.

Minutes confirmed

*April, 11 5:40*

*[Signature]*  
Chairman



Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, April 11th, 1940, at  
4 p. m.

Present -

The Chairman (Dr. Macdonald)	Mr. Osler
The Chancellor	Hon. Dr. Ferguson
The President	Mr. Morrow
Dr. Gibson	Hon. Dr. Bruce
Mr. McCarthy	Dr. Anderson
Mr. Burns	Mr. Bryce
Mr. Neilly	Chief Justice Rose

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Dr. Russell  
Mr. Ross  
Mr. Rogers

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following matters were reported:-

Letter of  
thanks  
from Dr.  
Defries

There was read a letter from Dr. R. D. Defries thanking the Board for its action and most generous expression of appreciation in connection with his services in the Connaught Laboratories during the absence of Dr. FitzGerald.

Extension  
of agree-  
ment with  
federated  
colleges  
re fees,  
etc.

The following letter and memorandum from the Deputy Minister of Education regarding an extension of the agreement made last year by the University and the federated colleges in connection with the matter of fees was considered by the Board:-

Dr. D. Bruce Macdonald,  
Chairman, Board of Governors,  
University of Toronto,  
Toronto, 5.

Dear Sir:-

I am directed by the Minister of Education to send to you a copy of a memorandum containing a survey of certain discussions which have taken place with representatives of the University of Toronto, Trinity College, Victoria University, and St. Michael's College, relating to the extension of the agreement made last year providing for the payment to the University of a portion of the additional fee of \$25.00 collected from students registered in one

Extension  
of agree-  
ment with  
federated  
colleges  
re fees,  
etc.  
(Cont'd)

or other of the federated colleges. This memorandum sets forth the recommendation of representatives of the University and the federated colleges that, subject to certain conditions relating to a possible serious decline in registration, this agreement should be continued for a period of three years, on the understanding that in the meantime certain enquiries should be conducted into the organization of courses of study in the University and Colleges with a view to determining whether, by changes in such organization or by greater co-operation between the teaching staffs of the several colleges, a reduction may be effected in the cost of instruction in courses in Arts.

This memorandum has been submitted to the governing bodies of Trinity College, Victoria University, and St. Michael's College, and the recommendations contained in it have been approved by these several bodies. It is the wish of the Minister that you submit this memorandum to the Board of Governors of the University.

I am asked by the Minister to inform you that the recommendations contained in the memorandum have the approval of the Government of the Province.

I have the honour to be,

Your obedient servant,

(Sgd) D. McArthur

Deputy Minister of Education.

March 14th, 1940.

Memorandum Relating to the Financial Position of  
the University of Toronto.

On January 8th a deputation representing the Board of Governors of the University of Toronto waited on the Prime Minister for the purpose of presenting to him certain information relating to the financial position of the Provincial University. The representation was made that the obtaining of additional revenue by means of an increase in the fees of students would not make it possible for the University to meet all the expenditures for which it had budgeted in its fiscal year 1939-40. During the course of the discussion the suggestion was made that the financial position of the University would be improved by the imposition of a registration fee - the proceeds of which would be retained entirely by the University. It was pointed out that such fee could be imposed only on the condition that an amendment be made in The University Act. The Minister of Education was asked to undertake an enquiry into the wisdom of amending the Act in this manner at the present time, and, if such were thought desirable, to submit a recommendation to the Government.

Several conferences have been held with representatives of Victoria University, Trinity College, and St. Michael's College. From these discussions it became apparent that an amendment to The University Act, such as was proposed, would be regarded by the Federated Universities as a modification of the terms of federation, and for that reason as justified only in the event that no solution of the problem presented by the condition of the finances of the University could be discovered within the existing framework of the scheme of federation.

Early in 1939 discussions were undertaken by representatives of the Colleges, including University College, with a view to introducing such a measure of co-operation within the staffs of the several Colleges in specific subjects as would make possible, over a period of years, a reduction in the number of instructors in all the Colleges. At that time Victoria University, Trinity College, and St. Michael's College volunteered to set aside amounts equal to two thirds of the additional fee of \$25.00 paid by students in these Colleges who should register during the academic year 1939-40 and respectively to transfer these amounts to the University. This arrangement was made by the federated institutions on the understanding that during the subsequent year further consideration would be given to the extension of the plan of co-operation then outlined and to such other means as might properly be considered for a reduction in the expenditures of the University. It appears that, during the interval since the offer relating to a division of the additional fees was made, little progress has been effected in the extension of the plan of co-operation among the fede-



Extension  
of agree-  
ment with  
federated  
colleges  
re fees,  
etc.  
(Cont'd)

ated colleges beyond a special arrangement made by University College and Trinity College in the Departments of Classics.

As a result of the conversations which have been held, the representatives of the University, of Victoria University, of Trinity College, and of St. Michael's College have agreed that it is desirable that the arrangement made last year for the division of the additional fees should be extended for a further period of three years. These representatives expressed the desire to protect the federated institutions against an unduly large loss of revenue in the event of the substantial reduction in the registration of students during the period of the war, and for that reason have suggested that the division of fees should be made subject to the following conditions, namely:

That, in the event of the number of students registered at Victoria University, Trinity College, or St. Michael's College falling below 800, 300, and 300 respectively, the division of the additional fee should be made on the basis of 50 per cent., payable to the University of Toronto, in place of the two thirds. It was suggested further that, in determining the number of students registered, only those students should be included who registered in the Autumn in a course of study leading to a degree and continued to be registered in the month of January next following and that students registered in the course in Commerce and Finance should be included in the number to be counted.

Representatives of the federated institutions expressed their willingness to recommend the extension of this agreement on the definite understanding that as soon as practicable consideration would be given by the University in association with the federated institutions to ways and means by which the cost of instruction in the courses of study in Arts might be reduced. It was urged that these enquiries should include the following:-

1. The exploration of means by which greater co-operation may be effected among the teaching staffs of University College, Trinity College, Victoria University, and St. Michael's College in specific departments.
2. The consideration of the possibility of relieving the University of part of the present cost of instruction in University subjects by the undertaking of a measure of responsibility for such instruction by the federated Universities.
3. The consideration of the present structure of the Honours courses of the University with a view to determining (a) whether they provide for a greater amount of instruction than is to be regarded as desirable in undergraduate courses, and (b) whether by a less intensive specialization the courses might be improved from the educational point of view and at the same time a further burden of instruction might be placed on the staffs of the federated institutions.

The parties who engaged in the discussions realized the possibility of conditions arising, especially during a period of warfare, which might make impracticable the continuance of this proposed arrangement and expressed their willingness that in such an event any one of the parties should be at liberty to request a conference with the others for the purpose of considering the course to be taken in such an emergency.

The representatives of Victoria University, Trinity College, and St. Michael's College agreed to recommend the adoption of this arrangement by their respective governing bodies. Should these federated institutions be willing to adopt this arrangement, the Board of Governors of the University would be asked to express their approval and to undertake to carry out the conditions set forth in the agreement.

Toronto, February 8th, 1940.

It was moved by Dr. Gibson,  
Seconded by Hon. Dr. Ferguson,  
And Resolved,

That the Board concur in the recommendations set forth in the foregoing memorandum, subject to the receipt from the Deputy Minister of Education of the original documents signed by the federated colleges confirming these arrangements.

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

For the Session 1939-40

Faculty of Medicine:

Medicine & Clinical Medicine:

J. Allan Walters	- Full-time Junior Demonstrator, from 1 April to 30 June, 1940 (vice J. C. Richardson, on war service)	\$200 per month
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Faculty of Dentistry:

G. A. McMullen	- Instructor in English Expression (vice F. H. Kirkpatrick, de- ceased)	\$10
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From 1 January to 30 December, 1940

Special Research:

Psychiatric Research:

N. L. Easton	- Medical Adviser in charge of Research Wards	\$40
C. R. Myers	- in charge of Psychological Investigation	20
L. D. Proctor	- Research Fellow, Clinical Division	40
Miss E. Gifford	- Psychologist to Psychiatric Research Unit	1,30
Miss H. Algie	- Social Worker	1,40
Miss L. Gillespie	- Stenographer	90
Miss D. Leggett	- Secretarial Assistant	10
Miss P. Tancock	- Occupational Therapist, Psy- chiatric Research, from 1 May to 31 December, 1940 (vice Miss K. Robb, resigned)	1,20 per ann

The following from 1 July, 1940

Ontario College of Education:

Miss L. L. Ockley	- Professor of Home Economics and Supervisor of Women	\$4,50 per ann.
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Assistant Professors:

C. E. Phillips	- History of Education and Editor of "The School"	\$4,450 per ann
F. W. Halbus	- Physical Education	3,925 "
Miss R. E. Ratz	- Home Economics	3,700 "

Lecturers:

R. W. B. Jackson	- Educational Research	2,200 "
Miss Verna Nichol	- Home Economics	2,500 "

Instructors in University Schools:

A. D. Lockhart	-	2,900 "
B. C. Taylor	-	2,300 "
Miss M. E. Reid	- Assistant Librarian	1,000 "

For the Session 1940-41

Ontario College of Education:

E. L. Daniher	- Lecturer in History (vice G. M. Jones, deceased)	\$4,00
J. D. Morrow	- Instructor in University Schools	3,70

Educational Research:

Miss K. M. Hobday	- Secretary and Research Assistant	2,00
Miss M. Graham	- Clerical Assistant	1,40
Miss M. Spalding	- Clerical Assistant	1,30



Ontario College of Education:(Cont'd)

Instructors in Library School:

Angus Mowat	- Administration of Libraries	\$ 150
Miss J. Marchant	- School Libraries	150
Miss E. M. Poole	- Special Libraries	150
C. R. Sanderson	- Circulation of Books	150
Miss F. Trotter	- Story Telling	150
Miss L. H. Smith	- Work with Boys and Girls	450
W. S. Wallace	- College and University Libraries	350

Approval was also given to Dr. Hugh Norman's appointment to the Attending Staff in Surgery, Toronto Western Hospital, at Dean Gallie's request.

Other recommendations from the President were approved as follows:-

The payment of salary to 30th June, 1940, to Mr. G. L. Assie, who returned to Toronto on March 24th to take up his regular work in the Department of French.

Transfers in appropriations:

School of Nursing:

From (1) "Increase in Receipts"	\$2,445.	
(2) "Saving in Salaries"	<u>340.</u>	\$2,785.
To (1) "Special Teaching"	\$ 100.	
(2) "Residence Maintenance":		
Wages, food, etc. - \$2,485.		
Furnishings - <u>200.</u>	<u>2,685.</u>	<u>\$2,785.</u>

Within School Maintenance:

From "Travelling, etc."	\$ 260.
To "Office Supplies"	<u>\$ 260.</u>

Chemical Engineering:

From "balance of the unexpended salary for Mr. Westhead"	
To (1) "salary of W. C. Macdonald"	\$ 150
(2) "staff of Laboratory Attendants"	200

Faculty of Forestry:

From "Apparatus and Laboratory Supplies"	
To "Practice Camp Supplies, Travel, etc."	\$ 150

The following transfers from the appropriation for "Special - for Instructional Purposes" in the budget of the Ontario College of Education for 1939-40, which also had the approval of the Minister of Education:-

- (1) \$4,000 - to the Institute of Child Study
- (2) \$2,000 - to the Art Gallery of Toronto

The establishment, subject to the approval of the Senate, of an Honour Course in Geography in accordance with the outline transmitted by the Registrar and approved by the Council of the Faculty of Arts, with a laboratory fee of \$4.00 to be required of all students enrolled in the Second Year of the course.

Continua-  
tion of  
salary  
to Mr.  
G.L.Assie

Amend-  
ments to  
Estimates

Transfer  
and pay-  
ment in  
budget of  
Ontario  
College  
of Educa-  
tion

Honour  
Course  
in  
Geography

Dr. Jackson's  
report  
on Applied  
Science  
Survey

The sending to Professor W. L. Treadgold, as Chairman of the Committee on the Revision of Curricula in the Faculty of Applied Science and Engineering, ten copies of the report of the survey made by Professor Jackson in that Faculty. In this connection the Board decided not to have Dr. Jackson's report printed at the present time, but that in the meantime the limited number of mimeographed copies on hand could be released at the discretion of the President and the Bursar.

The following donations were reported and were accepted with thanks and appreciation:-

Cheque  
from the  
Chancellor  
re U.C.  
Men's  
Residence

From the Chancellor, the Rt. Hon. Sir William Mulock, a cheque for \$6,666.66 being the second instalment of his gift of \$20,000 toward the University College Men's Residence Building Fund.

Endowment  
of George  
H. Locke  
Memorial  
Scholar-  
ship

From the Toronto Public Library Association a cheque for \$3,000 for the endowment of a scholarship in the University of Toronto to be known as "The George H. Locke Memorial Scholarship", the details of which are set out in the following letter:-

Honourable and Reverend H. J. Cody, M.A., D.D., LL.D.,  
President of the University of Toronto,  
Queen's Park,  
Toronto.

Dear Sir:-

As a tribute to the memory of Dr. George H. Locke, former Chief Librarian, the Toronto Public Library Association has raised a sum of money with which it desires to endow a scholarship in the University of Toronto to be known as the George H. Locke Memorial Scholarship.

It is proposed to award this scholarship annually or otherwise on the recommendation of a Committee of Award, to persons holding the degree of Bachelor of Library Science of the University of Toronto or the diploma in Librarianship of that University, who, by their academic record, personality, and library experience, have shown themselves capable of advancing their profession by graduate study. It is anticipated that suitable graduate courses may ultimately be provided in the University of Toronto; in any event, such courses are now available in certain universities in the United States.

It is suggested that the Committee of Award consist of the President of the University of Toronto, the President of the Toronto Public Library Association, the Director of the Library School of the University of Toronto, the Chief Librarian of the Toronto Public Library, two heads of Divisions of the Toronto Public Library (to act in rotation).

A cheque is enclosed for Three Thousand Dollars (\$3,000) which the Association requests the Board of Governors to accept as the present endowment of the scholarship; to this sum the Association hopes to add further contributions from time to time. It is felt that the value of the scholarship in any one year should not be less than One Hundred Dollars (\$100).

Applications for the scholarship should be made to the University Registrar on or before May 1st in those years in which an award of the scholarship is offered.

Yours very truly,

(Sgd) Myrtle S. Forman  
Convener, George H. Locke  
Memorial Scholarship

March 29th, 1940.

This matter was referred to the Senate for settlement of the academic details.



Engineer-  
ing Insti-  
tute of  
Canada  
Prize

From the Engineering Institute of Canada a notification that the Council of the Institute had at its meeting on March 16th unanimously decided to continue the Engineering Institute of Canada Prize in the Faculty of Applied Science for a further period of five years.

Donation  
from Mr.  
J. Errington  
for work  
in Geo-  
physics

From Mr. Joseph Errington a cheque for \$2,401.29 in connection with his contribution to the University for work in Geophysics. Authority was given for this amount to be credited to the McLennan Fund in the Department of Physics and for the payment of salaries and expenses to be made therefrom at the request of Professor Burton.

Sir Joseph  
Flavelle  
Graduate  
Fellow-  
ships

The Bursar reported that he had received a letter from Dean Brett of the School of Graduate Studies regarding the possibility of an additional award of \$500 being made for 1940-41 in connection with the Sir Joseph Flavelle Graduate Fellowships, and that upon enquiring of the Executors of the Estate, the National Trust Company, whether any payment from this fund was likely to be made in the near future he had received the following letter:-

G. L. Court, Esq.,  
University of Toronto,  
Toronto, Ontario.

Dear Mr. Court:-

RE: Sir Joseph Flavelle Estate

Following our telephone conversation I have discussed the matter with Mr. Laughton. In his letter of June 1st last to Mr. Higginbottom the general situation was outlined and in so far as we were able to judge at that time it appeared that there should be available sufficient to provide for the fund in question. However, since that time the Succession Duty Department has raised a point which if determined according to their contention may increase very materially the amount of duties payable out of the Estate.

From the above you can understand that it is very difficult for us to make any definite statement. At the same time we appreciate the position of the University and, in view of the fact that you have acted on the assumption that income at the rate of  $2\frac{1}{2}\%$  on the fund would be available at the end of this Session, we have decided to pay to the University an amount equal to one year's interest at this rate, namely, \$1,250. You will understand, of course, that this payment must not be considered as an assurance in any way on the part of the executors that funds will be available for the setting aside of the fund in whole or in part, and it must also be understood that if the fund cannot be set aside in full, future income will have to be withheld to the extent of any amount that may be overpaid by making the present payment. On this understanding we are enclosing our cheque payable to the University for \$1,250.

We hope that before it is necessary for you to decide whether or not reference to the scholarships should be included in next year's calendar the whole situation will be definitely determined.

Yours very truly,

(Sgd) G. L. Stevens,  
Estates Department.

April 5th, 1940.

Sir Joseph  
Flavelle  
Graduate  
Fellow-  
ships

It was moved by Mr. Neilly,  
Seconded by Hon. Dr. Bruce,  
And Resolved,

That the President and Hon. Dr. Ferguson be requested to consult with Mr. Walters, Deputy Provincial Treasurer, in connection with the point raised in the foregoing letter regarding a possible increase in the amount of Succession Duties payable out of the Estate, and that the matter of the awards of Graduate Fellowships to be made from this fund for 1940-41 be deferred until the next meeting of the Board.

Other communications were presented and dealt with as follows:-

Estimates  
of Hart  
House  
for  
1940-41

From the Warden of Hart House transmitting the Estimates for 1940-41, which had been approved by the Board of Stewards and the Finance Committee of Hart House. These were referred for consideration to the Standing Committee of the Board on Hart House Matters.

Proposed  
new build-  
ings at  
Trinity  
College

From Provost Cosgrave of Trinity College transmitting for the approval of the Board plans and specifications for the proposed new Dining Hall and a portion of the new Residence, which were referred to the Property Committee for consideration and report.

Ruling of  
Board of  
Regents  
under the  
Drugless  
Practi-  
tioners  
Act re  
graduates  
in Physio-  
therapy

From the University Solicitor stating that under instructions of the President he had attended a meeting in the Attorney-General's Office to discuss with the following persons the question of whether graduates of the University in the Course in Physiotherapy should be required to register by the Board of Regents appointed under the Drugless Practitioners' Act, which involved payment of a \$25 examination fee and \$5 per year for license to practice:-

Dr. E. S. Ryerson  
Dr. Noble, Registrar of the College of Physicians and  
Surgeons  
Major Gray, Solicitor for the Department of Health  
Mr. Noble, Solicitor for the College of Physicians and  
Surgeons  
Mr. W. J. Dunlop

Mr. Cassels stated that as a result of this conference he had received a letter from Messrs. Roebuck, Bagwell & Company stating that the Board of Regents had come to the conclusion that, taking everything into consideration, they should give effect to the request of the University and not require graduates of the Physiotherapy Courses conducted by the University to be registered under the Act, so long as they are employed in hospitals or in the offices of duly qualified medical practitioners, and while under the direction of a duly qualified medical practitioner.

It was moved by Mr. Osler,  
Seconded by Mr. Morrow,  
And Resolved,

That the Board give approval to the proposals as outlined above.



Report of  
the  
"Striking  
Committee"  
re the  
Standing  
Committees

The Chairman presented the following report of the  
"Striking Committee" appointed to recommend the personnel of the  
Standing Committees:-

To the Board of Governors:

Gentlemen:-

Your Committee begs to report that it has held two meetings to consider the personnel of the Standing Committees of the Board of Governors of the University and recommends that the Standing Committees be constituted as follows for the balance of the year 1939-40:-

EDUCATION COMMITTEE: (7 members)  
(By-Law No. 7, p. 5)

The Chairman	)	Dr. Anderson
The Chancellor	) ex officio	Mr. Bryce
The President (Chairman	)	Hon. G. Howard Ferguson
of Committee)	)	Mr. Rogers
		Mr. Young
		(2 vacancies)

FINANCE COMMITTEE: (8 members)  
(By-Law No. 8, p. 5)

The Chairman	)	Mr. Osler (Chairman)
The Chancellor	) ex officio	Mr. Ross (Acting Chairman)
The President	)	Hon. G. Howard Ferguson
		Hon. H. T. Kelly
		Mr. McCarthy
		Mr. McCullagh
		Mr. Morrow
		Dr. Russell

PROPERTY COMMITTEE: (8 members)  
(By-Law No. 9, p. 6)

The Chairman	)	Dr. Gibson (Chairman)
The Chancellor	) ex officio	Dr. Anderson
The President	)	Hon. Dr. Bruce
		Mr. Burns
		Mr. McCulloch
		Mr. Neilly
		Chief Justice Rose
		(1 vacancy)

COMMITTEE ON HOSPITAL RELATIONS: (4 members)  
(By-Law No. 10, p. 7)

The Chairman	)	Dr. Russell (Chairman)
The Chancellor	) ex officio	Dr. Anderson
The President	)	Hon. Dr. Bruce
		Hon. H. T. Kelly

COMMITTEE ON UNIVERSITY COLLEGE MATTERS: (6 members)  
(By-Law No. 11, p. 7)

The Chairman	)	Hon. G. Howard Ferguson (Chairman)
The Chancellor	) ex officio	Dr. Gibson
The President	)	Mr. McCulloch
		Chief Justice Rose
		Mr. Young
		(1 vacancy)

HART HOUSE COMMITTEE: (5 members)  
(By-Law No. 12, p. 8)

The Chairman	)	Mr. Burns (Chairman)
The Chancellor	) ex officio	Dr. Anderson
The President	)	Mr. Bryce
		Hon. G. Howard Ferguson
		Mr. McCullagh

Report  
of the  
"Striking  
Committee"  
re the  
Standing  
Committees  
(Cont'd)

CONNAUGHT LABORATORIES COMMITTEE: (5 members)  
(By-Law No. 13, p. 8)

The Chairman	)	Mr. Neilly (Chairman)
The Chancellor	) ex officio	Hon. Dr. Bruce
The President	)	Mr. Morrow
		Dr. Russell
		The Chairman of the Finance Committee (Mr. Ross, Acting Chairman)

INSULIN COMMITTEE: (5 members)  
(By-Law No. 14, p. 13)

The Chairman	)	Mr. Morrow (Chairman)
The Chancellor	) ex officio	Mr. Bryce
The President	)	Hon. G. Howard Ferguson
		Mr. Neilly
		Dr. Russell

Advisory Committee:

Sir Frederick Banting	Dr. J. G. FitzGerald
Dr. C. H. Best	Dr. Duncan Graham
Dr. R. D. Defries	Mr. F. Lorne Hutchison

COMMITTEE ON STUDENTS' ADMINISTRATIVE COUNCIL MATTERS: (3 members)  
(By-Law No. 15, p. 16)

The Chairman	)	Dr. Gibson
The Chancellor	) ex officio	Mr. Young
The President (Chair- man of Committee	)	(1 vacancy)

Staff Representatives:  
Dean Beatty  
Mr. W. J. Dunlop

JOINT COMMITTEE ON HOSPITAL APPOINTMENTS: (4 University members)  
(By-Law No. 16, p. 16)

The Chairman  
The President  
Dr. Gibson  
Dr. Russell

COMMITTEE ON RETIREMENT OF PROFESSORS: (3 members)

The Chairman  
The President  
The Chairman of the Finance Committee  
(Mr. Ross, Acting Chairman)

COMMITTEE ON TRUSTS: (3 members)  
(By-Law No. 35)

The Chairman	)	Chief Justice Rose (Chairman)
The Chancellor	) ex officio	Dr. Gibson
The President	)	(1 vacancy)

Respectfully submitted,

(Sgd) D. Bruce Macdonald

April 5th, 1940.

Chairman and Convener of the Committee.



Report  
of the  
"Striking  
Committee"  
re the  
Standing  
Committees  
(Cont'd)

Approval of the foregoing report was given, with the  
exception of the Committee on Trusts, in connection with which

It was moved by Hon. Dr. Ferguson,  
Seconded by the Chancellor,  
And Resolved,

That the Committee on Trusts as set out in  
the foregoing report be revised as follows:-

The Chairman )  
The Chancellor ) ex officio  
The President )

Hon. H. T. Kelly (Chairman)  
Dr. Gibson  
(1 vacancy)

Funds for  
investment  
including  
Banting  
Research  
Foundation

The Bursar reported that in accordance with the usual  
practice he had requested from Mr. C. S. Macdonald, Chairman of the  
Banting Research Foundation, suggestions for the re-investment of  
\$3,000, proceeds of County of Carleton Debentures held on account of  
the Foundation, which fell due on 1st April, and that Mr. Ross, as  
Acting Chairman of the Finance Committee, and the Chancellor, Sir  
William Mulock, had both approved of the Dominion of Canada First War  
Loan 3½% Bonds mentioned in Mr. Macdonald's list. The Board gave  
authority for the purchase of these securities.

In addition to this amount the Bursar also reported  
that there was approximately \$14,000 on hand for investment, and au-  
thority was also given for the purchase of Dominion of Canada First  
War Loan 3½% Bonds with this amount.

Date by  
which de-  
partmental  
requisi-  
tions and  
accounts  
are to be  
in the  
hands of  
the Bursar

The Bursar having informed the Chairman that a con-  
siderable number of requisitions and accounts were received from the  
departments during the last week of June each year, the Chairman  
brought this matter to the attention of the Board. After considering  
the situation at length,

It was moved by Mr. Morrow,  
Seconded by Hon. Dr. Bruce,  
And Resolved,

That no requisitions or accounts against  
departmental appropriations be honoured by the Bursar after  
May 15th, and that all departments be notified accordingly on  
the 14th day of May; any exceptional cases in connection with  
this regulation to be referred to a Committee consisting of -

The Chairman of the Board  
The President  
The Bursar

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the  
Auditor, of the expenditure made by him from the Accountable Warrant  
authorized on March 14th, 1940, and the same was laid on the table.  
Also his Estimate, under By-Law No. 20, of the amount required to de-

Current  
Expendi-  
ture  
(Cont'd)

fray Current Expenditure for the balance of the month of April and the first part of May. Ordered that an Accountable Warrant for Two Hundred and Seventy-five Thousand Dollars (\$275,000) be issued to the Bursar.

Proxies re  
C.P.R. and  
Economic  
Investment  
Trust Ltd.

Upon motion of Mr. Neilly,  
Seconded by Hon. Dr. Bruce,  
It was Resolved,

That authority be given for the Chairman and the Bursar to sign the following forms of proxies:-

- (1) For the Annual General Meeting of the Canadian Pacific Railway Company to be held on May 1st, 1940, at Montreal.
- (2) For the Annual General Meeting of the Economic Investment Trust Limited to be held on May 21st, 1940, at Toronto.

Return of  
Dr. J. G.  
FitzGerald

The President having informed the Board that Dr. J. G. FitzGerald had been restored to good health and had returned to the City,

It was moved by Mr. Neilly,  
Seconded by the Chancellor,  
And Resolved,

That the Secretary be instructed to convey to Dr. FitzGerald the Board's very great pleasure at his return.

*Indefed  
on B.*

The meeting adjourned at 5:35 p.m.

Minutes confirmed

*April 24<sup>th</sup>, 1940*

*[Signature]*

Chairman.



Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, April 25th, 1940, at  
4 p. m.

Present -

The Chairman (Dr. Macdonald)	Mr. Osler
The President	Mr. Burns
Dr. Gibson	Hon. Dr. Kelly
Mr. Morrow	Mr. Neilly
Mr. Ross	Hon. Dr. Bruce
Mr. Young	

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Dr. Russell	Mr. McCarthy
Mr. Rogers	Mr. Bryce
Dr. Anderson	

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following communications were presented:-

Letter of  
thanks  
from Dr.  
FitzGerald

From Dr. J. G. FitzGerald expressing warm thanks for the Board's action in conveying their greetings upon his return to the University.

Letter of  
thanks  
from Mr.  
Wingfield  
re copies  
of Dr.  
Jackson's  
report

From Mr. H. E. Wingfield, President of the Engineering Alumni Association, expressing thanks for the prompt attention given to his request to have copies of Dr. Jackson's report on the survey made in the Faculty of Applied Science and Engineering sent to the members of the Engineering Council and to the Central Committee handling Engineering Education work, and stating that he thought this covered the situation very thoroughly.

Senate's  
approval  
of Course  
in Geo-  
graphy

From the Registrar stating that the Senate had approved of the establishment of the Honour Course in Geography as authorized by the Board at the last meeting.

Original  
documents  
from Fed-  
erated  
Colleges  
re exten-  
sion of  
agreement

From the Deputy Minister of Education transmitting the original documents from the Federated Colleges giving their approval to the extension for a further period of three years of the agreement made last year providing for the payment to the University of a portion of the

Agree-  
ment with  
Federated  
Colleges  
(Cont'd)

additional fee of \$25. The Bursar reported that he had obtained the original documents as instructed by the Board and upon receipt of same had communicated the Board's approval of the extension of the agreement to the Federated Colleges.

Also arising out of the minutes the following matters were reported:-

Sir Joseph  
Flavelle  
Bequest  
of Graduate  
Fellowships

The President stated that as requested Hon. Dr. Ferguson had interviewed Mr. Walters, Deputy Provincial Treasurer, regarding the possible increase in Succession Duties in connection with the Sir Joseph Flavelle Estate, and as a result of information obtained at this interview the President recommended to the Board that an award of \$500 be made for 1940-41 from the income on Sir Joseph's bequest of \$50,000 for Graduate Fellowships instead of two awards of \$375 each previously suggested, which if paid would have exhausted the funds on hand. The Board approved of the President's recommendation.

Invest-  
ments

In accordance with the authority given by the Board the Bursar reported that the following securities had been purchased, including \$3,000 on account of the Banting Research Foundation:-

\$17,000 Dominion of Canada First War Loan  $3\frac{1}{4}\%$  Bonds,  
due 1st February, 1948-52

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Arts:

Astronomy:

Part-time Assistants for June, 1940:

A. F. Bunker	\$100
W. F. M. Buscombe	75

Faculty of Medicine:

Anatomy:

J. B. Francis	- Artist, for 5 weeks from April 8th, 1940	\$12.50 per week
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For the Session 1939-40

University Extension & Publicity:

Instructors:

Course in Aerial Navigation:

John Patterson	- Meteorology	\$300
R. R. Grant	- Business Administration	10

Pass Course for Teachers:

L. A. Skeoch	- First Year Economics	20
G. Tatham	) Third Year Geography	75
D. F. Putnam		75



Appoint-  
ments  
(Cont'd)

University Extension & Publicity (Cont'd):

Instructors (Cont'd):

Course in Physiotherapy:

Miss Frances Cowie ) Practical Massage

\$100  
200

Business Courses:

H. A. Innis - Economics

110

School of Nursing:

Lecturers:

N. A. M. Mackenzie -

40

Mrs. Florence E. Woodcock

75

Lecturers contributing to Refresher Courses, May 13-18:

J. D. Ketchum

30

S. K. Jaffary

30

Miss M. W. Sheahan

\$50 plus)

D. V. Currey

travelling expenses)

\$30 plus)

travelling expenses)

Ontario College of Education:

L. Hayman

- Instructor in Games in University  
Schools, for one year from 15th  
April, 1940

2,000

Library:

Assistants, from 1 July, 1940:

Miss Janet Cox

\$1,200 per ann.

Miss R. McRostie

1,200 " "

Other recommendations from the President were approved

as follows:-

Payment  
to Estate  
of late  
P. Krotkov

The payment to the Estate of the late Mr. P. Krotkov,  
herbarium assistant in the Department of Botany, who died on March 29th,  
the balance of his salary to 30th June, 1940.

Amendment  
to  
Estimates

The following transfer in the appropriations of the  
Department of Mineralogy:-

From "Special X-ray Equipment"

- \$ 9

"Alterations, Partitions and Repairs"

- 87

\$96

To "Maintenance and Equipment"

\$96

Bursary  
Awards in  
University  
College  
and Faculty  
of Medicine

The following Bursary awards for 1939-40:-

University College:

Miss Mary M. Haygarth, I Year Moderns

\$103

Faculty of Medicine:

L. E. Carpenter, IV Year

75

Agreement  
with Ontario  
College of  
Pharmacy

The extension of the present agreement between the Gover-  
nors and the Ontario College of Pharmacy for a further period of two  
years, viz: to 30th June, 1942.

Gift of a  
collection  
of Greek  
coins

The acceptance on behalf of Mr. Rufus H. Kimball, Attor-  
ney-at-Law, San Francisco, and of Mrs. Henry R. Fairclough, widow of the  
late Dr. Henry R. Fairclough, of a choice collection of Greek coins which

Gift of  
Greek coins  
(Cont'd)

were a present from Sir Daniel Wilson, a former President of the University of Toronto, to Dr. Fairclough a number of years ago.

The following additional donations were reported and were accepted with thanks and appreciation:-

Gift from  
Prof. V.E.  
Henderson  
of his  
text-book  
"Materia  
Medica and  
Pharmacy"

From Dr. V. E. Henderson, Head of the Department of Pharmacy and Pharmacology, an assignment to the University of the copyright of his text-book "Materia Medica and Pharmacy", together with all sheets, copies, type and plates of the book, and all moneys to his credit with the University Press and accruing from sales of the book; the fund to be known as "The Velyien Ewart Henderson Fund" and to be subject to certain conditions as outlined by Dr. Henderson in his undertaking, which was prepared by the University Solicitor after consultation with Dr. Henderson, the Bursar, and the Manager of the University Press. The above-mentioned conditions include a periodic revision of the book and the use of any surplus for the purchase of books and periodicals by the Department of Pharmacy and Pharmacology under the authority of the Head or Acting Head of the department.

Donation  
from Parke,  
Davis &  
Company  
for research  
under Dr.  
P.H.Greey

From Parke, Davis & Company, as communicated by Dr. P. H. Greey, an offer to finance an experimental study of new anti-bacterial chemotherapeutic agents under the supervision of Dr. Greey in the Department of Pathology and Bacteriology, this study to continue for at least six months and a portion of the funds to be used to pay the salary of technical assistants. In this connection approval was given to the employment of Mr. Walter Gairdner as an animal assistant from May 1st, 1940, at a salary of \$55 a month.

Grants  
from Na-  
tional  
Research  
Council  
and De-  
partment  
of Nation-  
al Defence

From Mr. S. P. Eagleson, Secretary-Treasurer of the National Research Council, Ottawa, stating that interim financial provision was being continued by the National Research Council in connection with the grants made to Doctors Best, Greey and Gordon for war research work; and that it was confidently expected that funds would also be continued by the Department of National Defence for Aviation Medical Research under Professors Burton, Hall and Bott. Mr. Eagleson further stated that any unexpended balances remaining from the original grants made to these respective departments could be used and applied to the continuation of the projects for which these moneys were granted.



follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the Board  
Statutes of Senate Numbers -

- 1457 - Respecting the Calendar of the Faculty of Medicine for the Session 1940-41
- 1466 - " the Calendar of the Faculty of Applied Science and Engineering for the Session 1940-41
- 1472 - " the Calendar of the Faculty of Music for the Session 1940-41

which Statutes having been severally read were approved.

Gibson  
Pass  
Matricu-  
lation  
Scholar-  
ships

Also from the Registrar transmitting the following extract from  
a report of the Committee on Matriculation regarding the Gibson Pass  
Matriculation Scholarships, established by the late Sir John Gibson in  
1921 and available only to students of the Hamilton Collegiate Institutes:

"The Committee has had under consideration the conditions of award of the Gibson Pass Matriculation Scholarships which in the past have been awarded upon the marks obtained by the candidates at the Middle School Examinations conducted by the Department of Education. The abolition of these examinations in 1940 will make it impossible to continue the award of these scholarships under the existing regulations.

- (a) For the award in 1940 the Committee recommends that the marks obtained by the candidates at the Middle School examinations of 1939 be combined with those assigned them in 1940 on recommendation by the staff of the Central Collegiate Institute, Hamilton; all candidates being enrolled in that school.
- (b) Further, the Committee recommends that the Senate request the Board of Governors to explore the possibility of the transfer of these scholarships to the Honour Matriculation examinations in accordance with the suggestion of Mr. C. W. G. Gibson, the son of the donor, and of the Principals of the Hamilton Collegiate Institutes."

The Registrar stated in his letter that the Senate had adopted the foregoing report and was transmitting it to the Board of Governors with the request that they explore the possibility of the transfer of these scholarships to the Honour Matriculation examinations. The Secretary was then directed to consult the University Solicitor as to the suggested changes.

Insur-  
ance  
rate for  
borrowers  
from loan  
funds in  
Faculty  
of Applied  
Science

From Professor J. W. Bain, as Chairman of the Committee on Loan Funds in the Faculty of Applied Science and Engineering, recommending that the Group Insurance Policy covering all borrowers from -

The Engineering Society Loan Fund  
The Wallberg Loan Fund  
The Elizabeth Speller Memorial Fund  
The James W. Crocker Memorial Loan Fund

be continued under the following new terms specified by the Insurance Company, viz: that new borrowers who enlist or indulge in ocean travel

Loan  
funds in  
Applied  
Science  
(Cont'd)

should pay \$10 per year per \$100 insurance, instead of 8¢ per \$100 per month which was the rate up to the present. The Board approved of the Committee's recommendation.

Reduction  
in rate  
of Univer-  
sity Fire  
Insurance  
Schedule

From Messrs. Irish & Maulson, Insurance Brokers, advising that a reduction had been secured in the rate covering the University Schedule from 32½¢ to 30¢, retroactive to April 1st, 1940, pro rata to expiration, and effecting a saving to the University by a rebate of \$4,463.53.

Granting  
of request  
for exemp-  
tion from  
Dominion  
Income Tax

From the Inspector of Income Tax, Ottawa, stating that the University had been granted its request for the exemption, previously in effect but subsequently cancelled, from the provisions of the 5% tax imposed by Subsection 1 of Section 9 B of the Income War Tax Act relating to payment of dividends or interest by Canadian debtors in a currency that is at a premium in terms of Canadian funds, and further stating that this ruling is made with the understanding that it applies only to the future and that a refund of the tax already imposed is not to be expected. The Board was extremely pleased to learn of this decision.

Applica-  
tion from  
Canada Life  
for use of  
Aura Lee  
Grounds

From the Canada Life Assurance Company Staff Association applying for the use of the Aura Lee Grounds for the Season of 1940. This request was granted on the same terms as prevailed last year, but the Board again expressed its disapproval of the playing of tennis on these grounds on Sunday.

Property  
Committee  
Report

Report No. 215 of the Property Committee was read as follows:-

The Property Committee begs to report to the Board of Governors:-

Plans and  
specifica-  
tions for  
Trinity  
College  
new build-  
ings

1. The plans and specifications for the proposed new Dining Hall and a portion of the Residence for Trinity College have been considered by your Committee, as directed by the Board, and the Committee begs to recommend that approval be given to the same, subject to the following conditions:-

- (1) That neither garbage nor ashes be stored in the area between Trinity and the University of Toronto Men's Residences.
- (2) That consideration be given to glazing the windows in the maids' quarters in the West Wing with obscure glass.
- (3) That the connection to the University Creek Sewer be made with the approval of the City, and that construction of the sewer across University property be subject to the approval of the Superintendent of the University.



Central  
Power  
Plant  
protec-  
tion

2. Your Committee has received a report from the Superintendent stating that in view of existing conditions it is felt that there might be some reduction in the special protection provided at the Central Power Plant, and making the following suggestions, in which Inspector Hammond of the Provincial Police concurs:-

- (1) That the number of guards be reduced to one on night shift only, until the boilers are shut down, when, unless conditions change, the guards would be dropped altogether.
- (2) That the appropriation provided for 1939-40 and that requested in the Estimates for 1940-41 be left intact, and that the Superintendent be given authority to re-establish the protective service should conditions appear to warrant it.

Your Committee recommends these suggestions for the approval of the Board.

Offer of  
property  
in rear  
of Nos.  
96 - 98  
St. George  
Street

3. Your Committee considered a letter from Gibson Bros., Real Estate Brokers, in which they stated that they were anxious to dispose of certain property on a lane in the rear of Nos. 96 and 98 St. George Street, already owned by the University, leading out to Classic Avenue, at a price of \$3,500 cash, and enquiring whether the University was interested in purchasing this property.

Your Committee recommends that no action be taken in connection with this offer.

All of which is respectfully submitted.

April 17th, 1940.

(Sgd) John J. Gibson  
Chairman.

It was moved by Dr. Gibson,  
Seconded by Mr. Burns,  
And Resolved,

That the foregoing report be approved, with the exception of the deletion in Clause 2, Section 2, relating to the guards at the Central Power Plant, of the words "and that requested in the Estimates for 1940-41".

Report of  
Standing  
Committee  
re Hart  
House

The following report of the Standing Committee on Hart House, as presented by Mr. Burns, Chairman of the Committee, was considered:-

The Estimates of Hart House for 1940-41 show an estimated revenue of \$120,200 and an estimated expenditure of \$119,500 which leaves an operating surplus of \$700. Total revenue shows a reduction of approximately \$8,000 from the estimated revenue, arrived at in March, 1940, for the year 1939-40. This reduction is due to the war.

During the year 1939-40 a special requisition of \$3,000 was paid into the general funds of the University and the same amount is included as an item of expenditure for 1940-41.

It was pointed out that the Hart House Finance Committee was sure that the Board of Governors would readily understand that the payment of this sum for a second year is dependent on the revenue from fees which is quite impossible to forecast at the present time. At the meeting of the Standing Committee on Monday, 22nd April, 1940, it was agreed that, in the event of a large reduction in the number of men students registered next year, the Estimates would be reconsidered in the Fall.

The Dining Hall Department under Miss M. Ransom continues to show improvement both with regard to the financial result and the number of meals served.

It was agreed that the Estimates as presented be approved.

April 22nd, 1940.

(Sgd) C.F.W. Burns  
Chairman

Upon motion of Mr. Ross, seconded by Mr. Morrow, the following Report No. 136 of the Finance Committee was presented and approved, and it was resolved,

That the Board hereby approves of the Estimates for the fiscal year ending 30th June, 1941, as now submitted by the Finance Committee as follows:-

Expenditure	\$ 3,123,626.
Of which chargeable to Special Funds	<u>139,078.</u>
Chargeable to general revenue	2,984,548.
Estimated available general revenue	<u>2,702,000.</u>
Difference to be provided	<u>\$ 282,548.</u>

The Finance Committee begs to report to the Board of Governors:-

University  
Estimates  
for year  
1940-41

1. Your Committee transmits herewith the Estimates of the University for the fiscal year 1940-41 after most careful scrutiny and consideration. The expenditures in all departments have been kept down to a minimum and every possible saving has been effected throughout. The net expenditure provided for is less than the amount estimated for 1939-40 by a total of \$1,907. The various items of decrease and increase, which are shown in detail in the printed budget, may be summarized as follows, and your Committee recommends these Estimates for the approval of the Board:-

Decreases in:	
Salaries (net)	\$ 1,037.
Hart House, Share of Maintenance	3,500.
Insurance	2,000.
University Extension Maintenance	1,600.
Maintenance and Buildings:	
Applied Science	1,320.
Administration and Library	1,315.
Special Research	600.
Sundries (net)	<u>285.</u>
	\$ 11,657.
Less increases in:	
Central Power Plant	7,500.
Pensions and Retiring Allowances	1,250.
Grounds	<u>1,000.</u>
	<u>9,750.</u>
	<u>\$ 1,907.</u>

Estimates  
of Toronto  
Conservatory  
of Music for  
1940-41

2. Your Committee took up for consideration the Estimates of the Toronto Conservatory of Music for the fiscal year 1940-41 and recommends that approval be given to these Estimates on condition that the vote in the University Estimates in connection with the same does not exceed the sum of \$10,000.

Estimates  
of Hart  
House for  
1940-41

3. Your Committee also took up for consideration the Estimates of Hart House for the fiscal year 1940-41 and recommends the approval of the same on the similar understanding of last year, viz: that Hart House assumes the responsibility of providing the sum of \$3,000 in connection with the maintenance of Hart House, the said amount to be retained by the Bursar from the Hart House fees collected.

Estimates  
of S.A.C.  
and Athlet-  
ic Assoc'n,  
1940-41

4. Consideration has also been given by your Committee to the Estimates for the fiscal year 1940-41 of the Students' Administrative Council, and the Athletic Association (the latter including the revised Estimates of 1939-40), and recommends the same for the approval of the Board.

All of which is respectfully submitted.

April 22nd, 1940.

(Sgd) Geo. H. Ross  
Acting Chairman



Congratu-  
lations  
to Mr. Ross,  
the Presi-  
dent and  
the Bursar

The Board extended congratulations to Mr. Ross for the clarity with which he outlined the University's financial position, and to the President and the Bursar for the excellent manner in which they had prepared the statements and other material relating to the University Estimates.

Deputa-  
tion to  
meet the  
Govern-  
ment

It was decided that a deputation, consisting of the Chairman, the President, Mr. Morrow, Mr. Ross and Mr. Burns, wait upon the Government in the near future for the purpose of presenting the Estimates for 1940-41.

Sir Ber-  
tram  
Windle  
Estate

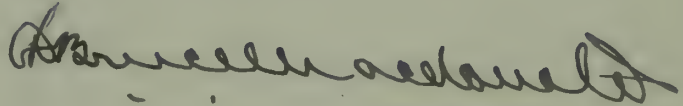
The Bursar reported that he had learned from the University Solicitor that the Solicitor for Lady Windle intended to request the Board to reconsider her request that the University furnish the Executors of the Estate of the late Sir Bertram Windle with evidence that they do not propose to take exception to the retention to the present time of certain investments made by the testator in his lifetime which are not of the character authorized under the Trustee Act as trustee investments. This matter was deferred until the next meeting pending the receipt of a letter from the University Solicitor explaining the situation.

*Indyach  
Mr. B.*

The meeting adjourned at 5:15 p.m.

Minutes confirmed

may 9<sup>th</sup> 1940



Chairman.





Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, May 9th, 1940, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)  
The President  
Dr. Gibson  
Mr. McCulloch  
Mr. McCarthy  
Mr. Burns

Mr. Osler  
Mr. Ross  
Dr. Anderson  
Hon. Dr. Bruce  
Chief Justice Rose

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Dr. Russell  
Hon. Dr. Kelly  
Mr. Rogers

Mr. McCullagh  
Mr. Bryce  
Mr. Morrow

The minutes of the last meeting were read and confirmed.

Arising out of the minutes the following communications were reported:-

Dr. Jackson's report on Applied Science Survey

From Dean Mitchell and Mr. W. S. Wilson, Secretary of the Faculty of Applied Science and Engineering, regarding the consideration to be given to Dr. Dugald C. Jackson's report by the Curriculum Committee of the Faculty and the Special Committee appointed by the Board of Governors, and transmitting the following resolution adopted by the Council on May 1st, 1940:-

"That the Report of Dr. D. C. Jackson having been received from the Bursar, this Council hereby appoints the present 'Curriculum Committee' to study it and to report thereon to this Council and to confer with the Committee appointed by the Board of Governors in the consideration of this report."

Sir Bertram Windle Bequest

From the University Solicitor stating that Lady Windle's Solicitor had requested that the Board reconsider their previous decision regarding the retention by the Executors of the Estate of the late Sir Bertram Windle of certain non-trustee investments, and after considering the matter the Board agreed to take a position similar to that of St. Michael's College, viz:- that as far as the past is concerned they are not disposed to take exception to the retention to the present time of

Sir Ber-  
tram  
Windle  
Bequest  
(Ccont'd)

certain investments made by the testator in his lifetime which are not of the character authorized under the Trustee Act as trustee investments. The Board, however, decided to reserve their rights as to the future and directed that the University Solicitor request the Executors to furnish them with annual statements showing the position of the Estate.

Gibson  
Pass  
Matricu-  
lation  
Scholar-  
ships

Also from the University Solicitor giving his opinion as to the possibility of changing the conditions of award of the Gibson Pass Matriculation Scholarships, by obtaining the consent of the residuary beneficiaries under the Will of the late Sir John Gibson, whereby these scholarships would be awarded upon the marks obtained by the candidates at the Honour Matriculation examinations for entrance to the University of Toronto instead of the Middle School examinations, in view of the abolition of the latter by the Ontario Department of Education. The Board approved of the Solicitor's suggestion that the residuary beneficiaries under the Will, and the Hamilton College Institutes, be approached with a view to obtaining their consent to the proposed change, and the Bursar was authorized to make the necessary arrangements to complete the matter.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Faculty of Arts:

Chemistry:

Assistants for June, 1940:

H. A. Bewick	\$75	H. H. Richmond	\$75
D. M. Burpee	75	J. H. Robertson	75
H. E. Gunning	75	M. H. Thomas	75
H. N. MacFarland	75	W. A. Tidridge	75
P. Olynky	75	M. Wayman	75

Faculty of Medicine:

Medical Jurisprudence:

Lecturers for the Session 1939-40:

W. L. Robinson	125	K. G. Gray	125
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Special Research:

Chemical Engineering:

Research Assistants for May and June, 1940:

B. Marks	250	M. Adelman	125
L. J. Rubin	125		

Research Assistant for May, 1940:

A. S. Weatherburn	100
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Applied Physics:

Research Assistant for May and June, 1940:

V. L. Henderson	200
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Leaves  
of  
absence

The following recommendations from the President for leave of absence were approved as follows:-

To Professor W. T. Jackman, Department of Political Economy, for the Session 1940-41, on half salary; he to be retired on pension from 1st July, 1941.

To Professor D. G. Creighton, Department of History, for the Session 1940-41 on two-thirds salary in order to avail himself of the award of the Guggenheim Fellowship of \$2,500 to enable him to travel with his family in carrying out his projected investigations.

To Mr. J. G. Workman, of the staff of the University Schools, to 30th June, 1940, on full salary, on account of illness.

Other recommendations from the President were approved as follows:-

Amendment  
to Estim-  
ates

Transfers in appropriations:

Astronomy:

From "Library"	
To "Supplies and Apparatus"	\$100.00

Physiology:

From the balance of Dr. Botterell's salary	
To "Supplies and Apparatus"	118.75

Engineering Research:

From "Publications"	
To "Salaries": (a) Chemical Engineering	\$225.00
(b) Applied Physics	<u>200.00</u>
	425.00

Bursary  
Awards

The following Bursary awards for 1939-40:-

Faculty of Medicine:

E. M. J. FitzHenry, VI Year	\$100.00
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Course in Aerial Navigation:

I. S. Filshie, II Year	28.00
(From Mount Sinai Masonic Lodge Silver Jubilee Loan Fund)	

Graduate  
Fellow-  
ship  
Awards in  
University  
College

The following Graduate Fellowship awards in University

College:-

The Reuben Wells Leonard Fellowship (\$650)  
Miss F. M. Hill, Honour Psychology

The J. S. McLean Fellowships, each of the value of \$625 -  
(1) T. C. Daly, English Language and Literature  
(2) Miss F. G. Halpenny, English Language and Literature  
(3) I. B. MacPhail, Commerce and Finance

The Gertrud Davis Fellowship (\$400) - Sidney Fuller

Gift of  
Geologic-  
al Books  
by Dr. E.  
S. Moore

The President read a letter from Dr. E. S. Moore stating that he was presenting a collection of books, including some International Geological Congress Reports, to the Department of Geology Library, and the Board accepted this gift with thanks and appreciation.

A Committee of the Workers' Educational Association had prepared a report, which was addressed to the President and the members of the Board, in which they requested consideration of certain problems and hoped that a proper understanding of their relations with the University would be reached, and as a result of a discussion on this report the President presented the following memorandum, which was accepted by the Board:-

Memorandum re Workers' Educational Association

On Saturday morning, April 6th, the Chairman of the Board and I met four representatives of the Workers' Educational Association: Mr. George Sangster, President of the W.E.A.

Mr. William Dunn, of the Trades and Labour Congress

Mr. N. A. Powell, a director of the W.E.A. Board

and Mr. Drummond Wren, the General Secretary of the W.E.A.

They presented a memorandum setting forth the general purpose of the Workers' Educational Association, and certain difficulties in which they found themselves in carrying out this purpose.

Their main difficulties were the reduction of the grant for their work which is paid through the University, and the removal of their office from Simcoe Hall to 106 St. George Street.

Their proposals were that the former grant of \$8,000 be restored; that they have a further voice in determining how such grants as the University makes should be expended in the interests of workers' education; that further provision be made for their office help; and that a Committee be appointed made up of five or seven heads of University departments or faculty members and four or six members appointed by the Board of the Workers' Educational Association.

Subsequently the Chairman and I had a meeting with Mr. Dunlop, the Director of University Extension, in regard to the contents of their memorandum. To portions of this memorandum Mr. Dunlop takes decided exception as not being a correct statement of the facts. However, we were agreed on certain points, and these agreements I have communicated to Mr. Wren.

(1) It is impossible to increase the grant of \$3,000 now in the Estimates of the University. This amount has been also approved by the Deputy Minister of Education. The University is only the channel through which the Government makes a contribution for the carrying on of this work.

(2) The work of the Association should be purely of an educational character. The classes and organization are not to be used as a vehicle for the dissemination of any political, economic, racial or religious propaganda.

(3) We were of opinion that a committee made up of University professors and representatives of the Board of the W.E.A. might be set up and serve as a liaison body between the W.E.A. and the University. This committee could discuss and advise on all matters pertaining to the educational work carried on by the W.E.A., such as courses, tutors and remuneration.

This advisory committee would report the results of its deliberations and suggestions to Mr. Dunlop, who is the University's accredited representative in the field of University Extension.

After consultation with the Chairman of the Board and with Mr. Drummond Wren the following were named as the University's representatives on such a committee: Professor Innis, Chairman; Professor Logan, Professor Auld, Professor Kennedy, Professor Chant, and Professor Robbins (Victoria College).

The representatives of the W.E.A. are Mr. Sangster, Mr. Dunn, Mr. Powell and Mr. Robinson. To these one more is to be added.

The Chairman and I agree with Mr. Dunlop that it is in the best interests both of the University and W.E.A. that their office should be in 106 St. George Street and not partly there and partly in Simcoe Hall.

(Sgd) H. J. Cody  
President

May 9th, 1940.



follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the Board  
Statutes of Senate Numbers -

- 1456 - Respecting the Calendar of the Faculty of Arts for the Session 1940-41
- 1458 - Respecting the Curriculum in Law for the Session 1940-41
- 1476 - Respecting the Calendar of the Department of Social Science for the Session 1940-41

which Statutes having been severally read were approved.

William  
Lowell  
Putnam  
Mathem-  
atical  
Prize

From Dean Beatty enclosing a cheque for \$500 in connection with the winning of the First Prize in the Third William Lowell Putnam Mathematical Competition by the University of Toronto team consisting of -

J. C. Maynard	-	IV M. & P.
G. H. K. Strathy	-	IV M. & P.
W. J. R. Crosby	-	III M. & P.

The Board were extremely enthusiastic upon learning of this award and in accepting the money and congratulating the winners they felt that the interest was particularly increased by the fact that in 1938 this prize was also awarded to the University of Toronto team. Dean Beatty stated in his letter that the Department of Mathematics was considering the equipping and operating of a study room in University College from a portion of the proceeds of these awards, and the Board suggested that this matter be taken up with the President when the Department was prepared to proceed with the proposed arrangements.

Gift of  
Archie B.  
Crealock  
Prize in  
Applied  
Science

From the Secretary of the Faculty of Applied Science and Engineering advising of the gift of a prize to that Faculty by Mrs. Archie B. Crealock, as set out in the following terms of award which were determined by a Special Committee of the Faculty appointed for that purpose:-

"The Archie B. Crealock Memorial Prize is the gift of Mrs. Archie B. Crealock, in memory of her husband, an eminent bridge engineer and a graduate of the Faculty of Applied Science and Engineering of the University of Toronto. It is offered annually to the student of the Third Year in the Department of Civil Engineering, Structural Option, who, having obtained honours in that year, is deemed to be the most worthy of the award. The award is made primarily on the basis of academic standing during the Third Year, but extra-curricular activities are also taken into consideration. The Prize consists of engineering books to the value of Twenty-five (\$25) Dollars. The award will not necessarily be made in any year."

It was further stated that these prize books are to be purchased by the Association of Professional Engineers of the Province of Ontario (on the approval of the Head of the Department concerned) and are to have a suit-

Archie B.  
Crealock  
Prize  
(Cont'd)

able inscription placed on the fly-leaves. This gift was gratefully accepted by the Board and the matter referred to the Senate for settlement of the academic details.

Frontage  
License  
re Col-  
lege  
Street  
lot to  
Mrs. J.  
E. Jones

From Mr. John D. M. Spence, K.C., presenting, on behalf of Mrs. James Edmund Jones, widow of the late Ex-Magistrate Jones of Toronto, an application for a frontage license for right of ingress and egress in connection with the 31 feet of part of Lot 124-A on the north side of College Street, owned by Mrs. Jones.

Upon motion of Dr. Gibson,  
Seconded by Mr. McCulloch,  
It was Resolved,

That a frontage license be granted to Mrs. Jones for the 31 feet of land owned by her on the north side of College Street upon payment at the rate of Thirty (\$30) Dollars per foot frontage, and that the Board waive their right to approve of the plans for the front elevation of the proposed building to be erected upon the property; the restrictions embodied in the nuisance clause, however, to remain in effect.

Organ  
Console,  
Convoca-  
tion  
Hall

From Mr. H. W. Davis on behalf of St. Andrew's Presbyterian Church, Kingston, enquiring as to the lowest cash price the University would accept for the old console of the Organ in Convocation Hall which was replaced by a new console some years ago. [The Bursar stated that upon receipt of this enquiry he had discussed the matter with the University Superintendent and had also communicated with Dr. Healey Willan, the University Organist. Dr. Willan stated that if the University obtained \$500 for the console it would be doing very well, but suggested that Mr. E. F. Blanchard, representative in Toronto of Casavant Freres, be consulted. Mr. Blanchard placed a valuation of from \$25 to \$100 upon it.] After considering the matter -

It was moved by Mr. Ross,  
Seconded by Dr. Gibson,  
And Resolved,

That the console be offered to Mr. Davis for the sum of Twenty-five (\$25) Dollars.

Employees'  
Pension  
Fund

The following report of the Pension Committee was read:-

To the Board of Governors,  
University of Toronto:

The undersigned, acting as a Committee upon the Pension Scheme for the Administrative and Clerical Staff, beg to report as follows:-

Retire-  
ment of  
J. Warwick,  
Hart  
House

1. John Warwick, an employee of Hart House with twenty years of service and who will attain age 43 on 30th August, 1940, has been reported by Hart House as unable to perform his duties in a satisfactory manner due to a heart condition. Warwick has had several attacks while on duty, and as his work is such that he is

[not affirmed]  
[initials]



J. Warwick,  
Hart  
House

alone for certain periods there is great danger of several hours elapsing before it is discovered that he has had an attack. This man has been examined by the University doctor who declares him unfit for further service, and your Committee recommends that he be pensioned on the ground of disability as from 1st June, 1940, at a monthly pension of \$33.33.

Over-  
lapping  
of salary  
and pen-  
sion  
payments

2. Your Committee has had under consideration the question of the over-lapping of salary and pension to a beneficiary in the event of the death of an individual who has been contributing to the Employees' Pension Fund, and begs to recommend the following ruling for the approval of the Board, viz: that following the death of an individual the pension should not commence until the final payment of salary to the beneficiary has been made; payments of salary and pension to a beneficiary not to over-lap in any case.

Respectfully submitted,

(Sgd) C. E. Higginbottom  
M. A. Mackenzie  
A. D. LePan

May 6th, 1940.

Clause No. 1 of the foregoing report was adopted, but Clause No. 2, regarding the over-lapping of salary and pension payments, was referred to the Finance Committee for further consideration.

Current  
Expendi-  
ture

The Bursar presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on April 11th, 1940, and the same was laid on the table. Also his Estimate, under By-Law No. 20, of the amount required to defray Current Expenditure for the balance of the month of May and the first part of June. Ordered that an Accountable Warrant for Three Hundred Thousand Dollars (\$300,000) be issued to the Bursar.

Proxy re  
Guardian  
Realty  
Company

Upon motion of Mr. Osler, the Chairman and the Bursar were authorized to sign the form of proxy for the Annual General Meeting of the Guardian Realty Company of Canada Limited to be held on June 25th, 1940.

President's  
notice of  
motion re  
appoint-  
ments

The President presented his first list of recommendations of staff promotions and appointments for 1940-41, in accordance with By-Law No. 23, and gave notice that he would move at the next meeting of the Board that the same be approved. (See attached lists).

*Indefinite  
m.B.*

The meeting adjourned at 5:30 p.m.

Minutes confirmed

*May 23rd 1940*

*[Signature]*  
Chairman.





## PROMOTIONS 1940-41

## Arts:

Associate Professor, Physics, C. Barnes  
M. F. Crawford  
Assistant Professor, Physics: A. A. Brant  
Professor, Chemistry; J. B. Ferguson  
Assistant Professor, Chemistry: F. E. W. Wetmore  
Professor, Biology: A. F. Coventry  
Assistant Professor, Geography: G. Tatham  
Professor, Political Economy: V. W. Bladen  
A. Brady  
R. M. Dawson  
Assistant Professor, Philosophy: T. A. Goudge

Medicine:

Assistant Professor, Anatomy: C. G. Smith  
Lecturer, Hygiene and Preventive Medicine: Miss H. C. Plummer  
Associate Professor, Physiology: E. T. Waters  
Associate Professor, Pediatrics: F. F. Tisdall

Applied Science:

Professor, Electrical Engineering: A. R. Zimmer  
Assistant Professor, Electrical Engineering: D. N. Cass-Beggs  
Lecturer, Electrical Engineering: L. S. Lauchland  
Assistant Professor, Mechanical Engineering: R. C. Wiren  
Professor, Engineering Drawing: W. J. Smither  
W. J. T. Wright

## Household Science:

Assistant Professor: Miss J. I. Simpson

School of Hygiene:

Associate Professor: J. Craigie





LECTURERS 1940 - 1941

ARTS:

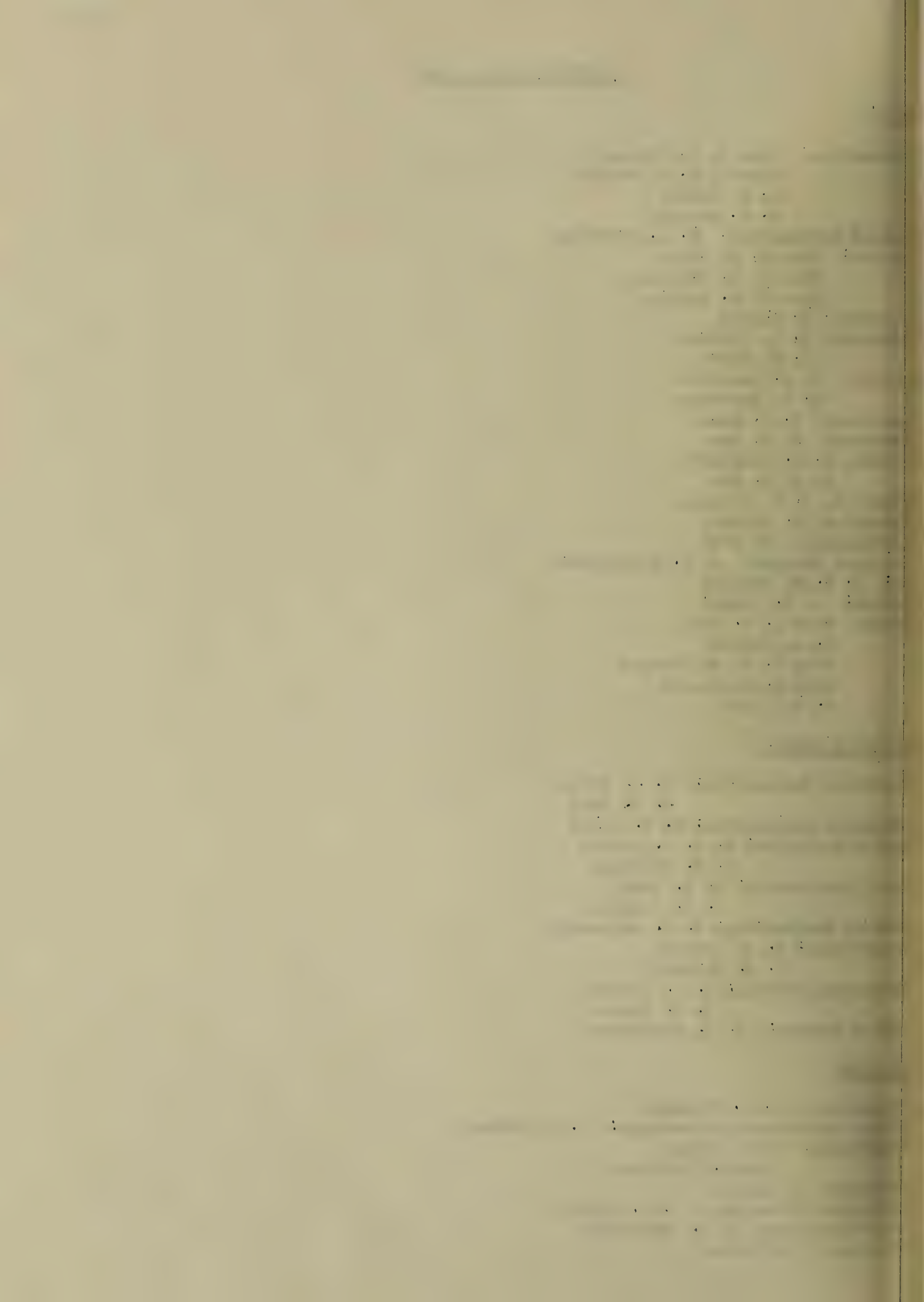
Mathematics: Miss C. C. Krieger  
 Miss M. E. G. Waddell  
 D. B. DeLury  
 D. C. Baillie  
 Applied Mathematics: B. A. Griffith  
 Physics: Miss E. J. Allin  
 Miss K. M. Crossley  
 Miss F. M. Quinlan  
 Geography: D. Putnam  
 Astronomy: P. M. Millman  
 J. F. Heard  
 Geology: V. J. Okulitch  
 W. W. Moorhouse  
 Mineralogy: V. B. Meen  
 Chemistry: J. J. Rae  
 Biology: R. R. Langford  
 F. E. J. Fry  
 Botany: A. J. V. Lehmann  
 History: R. G. Riddell  
 Anthropology: P. Nash  
 Political Economy: C. B. Macpherson  
 Law: J. E. M. Hancock  
 English: A. E. Birney  
 French: Miss A. C. Cole  
 J. A. Houpert  
 Miss I. G. Balthazard  
 Miss M. MacDonald  
 G. L. Assié

APPLIED SCIENCE:

Electrical Engineering: R. J. Brown  
 J. E. Reid  
 Mechanical Engineering: G. H. Hally  
 Applied Mechanics: M. J. C. Lazier  
 R. B. McIntyre  
 Mining Engineering: S. E. Wolfe  
 W. L. Turrall  
 Chemical Engineering: W. C. Macdonald  
 Architecture: H. S. Carver  
 W. E. Carswell  
 Engineering Drawing: P. V. Jermyn  
 J. J. Spence  
 Applied Physics: V. L. Henderson

MEDICINE:

Biochemistry: B. F. Crocker  
 Hygiene and Preventive Medicine: F. O. Wishart  
 Bacteriology: P. H. Greey  
 Miss R. M. Price  
 Pathology: D. Magner  
 Pathological Chemistry: D. L. Selby  
 Neuro-Physiology: E. H. Botterell  
 Physiology: E. Fidler





HOUSEHOLD SCIENCE:

Household Science: Miss J. S. Roberts  
Miss D. E. Mulholland  
Miss H. R. Coatsworth  
Food Chemistry: Miss M. D. Smith  
Miss E. I. Walker

SCHOOL OF NURSING: Miss N. D. Fidler  
Miss W. L. Chute  
Miss M. B. Millman  
Miss D. M. Percy  
Miss M. J. Wilson

SOCIAL SCIENCE: Miss B. M. Finlayson  
D. G. McCullagh

SCHOOL OF HYGIENE:

Epidemiology: J. M. Mather  
Industrial Hygiene: J. G. Cunningham  
Public Health Engineering: A. E. Berry





## SESSIONAL APPOINTMENTS 1940-41

Office Assistant, Health Service for Men: J. M. Thomas  
Registrar, University College: W. J. McAndrew  
Registrar's Assistant: Miss E. H. McAndrew  
Secretary, Registrar's Office: Miss M. E. Blackburn  
Assistant Dietitian, Whitney Hall, U.C.; Miss V. R. Murphy  
Nurse, Whitney Hall: Mme. J. Ledoux  
Assistant, Military Studies: W. A. Baughurst  
Demonstrator, Geography: Miss M. Brookstone  
Fellow, Applied Mathematics: A. W. Walker  
I. L. Wilson  
Computer, Astronomy: Miss R. J. Northcott  
Secretary-Librarian, Astronomy: Miss E. M. Fuller  
Night Assistant and Machinist, Astronomy: G. F. Longworth  
Observer, Astronomy: A. F. Bunker  
Assistant, part-time, Astronomy: W. F. M. Buscombe  
Summer Assistant, Astronomy: W. F. M. Buscombe  
Honorary Professor of Meteorology: J. Patterson

Physics:

Clerical Assistant and Librarian: Miss N. K. Reed  
Honorary Special Lecturer: A. Thomson  
B. Haurwitz  
W. E. K. Middleton  
E. W. Hewson  
Honorary Special Demonstrator: D. B. Kennedy  
C. C. Boughner  
Demonstrator: J. M. Anderson  
A. D. Misener  
R. Richmond  
H. L. Welsh  
Chief Mechanician: B. Clark  
Assistant Mechanician: J. Ward  
G. Woodward  
F. M. Shepherd  
A. Owen

Laboratory and Lecture Assistant: P. Blackburn  
Assistant Laboratory and Lecture Assistant: J. A. Reid

Chemistry:

Assistant: G. J. Janz  
Miss E. V. Eastcott  
D. M. Burpee  
R. W. Allgood  
A. W. Birnie  
F. Y. Cook  
R. F. Donahoe  
W. J. Hornibrook  
W. E. A. McBryde  
L. T. Munn  
P. Olynky  
H. H. Richmond  
W. J. Rogers





Sessional Appointments 1940-41

-2-

Chemistry (Cont'd)

Assistant: Miss J. C. Romeyn  
           H. Sheffer  
           E. Y. Spencer  
           W. A. Tidridge  
           M. H. Thomas  
           H. A. Bewick (graduating this year)  
           H. E. Gunning  
           W. G. Hines

Research Associate: J. M. Grosheintz  
 Laboratory Assistant: R. Fortescue  
 Lecture and Laboratory Assistant: W. E. Banton  
 Technician: R. McDougall  
 Laboratory Attendant: H. Renwick  
                       H. Davis  
                       A. Van Winkle  
                       Mrs. MacCollum  
                       E. Chadwick

Political Economy:

Assistant: V. C. Fowke (Asst. Prof. Univ. Saskatchewan)

Law:

Special Lecturer: K. G. Grey  
                       H. Rubin  
                       H. G. Fox

Title Of F. C. Auld: Professor of Jurisprudence  
 Title of J. Finkelman: Associate Professor of Administrative and Industrial Law

Forestry:

Secretary in Dean's Office: Miss G. McAree

Fine Art:

Special Instructor: Miss Ruth Home

Dentistry:

Assistant Librarian: Miss H. Reid, M.A.Tor.1938; B.L.S.1939  
 Dental Nurse: Miss V. H. Broadrib (graduated 1934)  
 Associate Professor, Medicine: F. A. Clarkson  
 Special Lecturer, English: E. J. Pratt  
 Demonstrator, First Aid: W. Butt  
 Demonstrator, Dentistry: A. M. Hord  
                               J. G. Perkin  
                       Periodontology: W. G. McIntosh  
                       Dentistry: C. G. Pearson

Instructor, English Expression: G. A. McMullen  
 Typewriting: Miss A. Loughheed  
 Principles of Accounting: W. E. Secord  
 Dental Technology: E. M. Rigsby

Supervisor, Dental Nurses: Miss E. O. Courtney  
 Dental Nurse: Miss M. M. Brown  
                       Miss G. Kyle  
                       Miss A. E. Phipps  
                       Miss A. H. Rose





Sessional Appointments 1940-41

-3-

Dentistry (cont'd)

Dental Nurse: Miss E. G. Singer  
                     Miss L. E. Tutt  
                     Miss F. G. Whitehead  
 Technician: H. F. Whitaker  
 Laundress: Mrs. L. Barraclough  
 Laboratory Assistant: Mrs. M. Gratton

Biology

Assistant, Vivarium: D. LeRay  
 Laboratory Attendant: W. Smith  
 Research Assistant: F. E. J. Fry  
                             R. R. Langford  
                             G. S. Swain  
                             A. Welsh  
 Mechanical Technician: A. Quantrill  
 Assistant, Experimental Biology: S. Clare  
 Microscopic Technician: T. Stovell  
 Technical Assistant: Mrs. A. Shortt

School of Hygiene

Physiological Hygiene:  
 Research Associate: H. M. Barrett  
 Research Assistant: Miss H. J. Bell  
 Secretary: J. Craigie  
 Office Assistant and Secretary, Epidemiology: K. Kerns  
 Assistant Professor: R. E. Haist  
 Research Associate: D. Y. Solandt  
                             Mrs. Ruth C. Partridge  
 Technical Assistant: R. Hann  
 Biometrics:  
 Laboratory Assistant: W. Deyman  
 Laboratory Assistant: Miss S. McCausland  
                             W. Moore  
 Chemistry in relation to Hygiene:  
 Technical Assistant: G. Kimm  
 Demonstrator: Miss E. M. Taylor

Oto-Laryngology

Senior Demonstrator: J. X. Robert  
                             A. H. Veitch  
                             D. E. S. Wishart  
 Junior Demonstrator: P. E. Ireland  
                             H. W. D. McCart  
                             G. W. McGregor  
                             A. M. McLeod  
                             G. C. Snell  
                             J. G. Strachan  
                             J. Sullivan  
                             M. F. Williams

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Sessional Appointments 1940-41

-4-

Oto-Laryngology (cont'd)

Senior Demonstrator: H. H. Burnham  
C. A. Rao

Physical Education for Women

Assistant Director: Miss J. M. Forster  
Clerical Assistant: Mrs. Graham  
Secretary-Treasurer, Women's Athletic Directorate: Miss M. Parkes

Medical Adviser for Women:

Medical Adviser: J. F. Davey  
Part-time assistant; Jessie McGeachy (M.D. 1937; and in Nursing at T.G.H.)  
Office Assistant: Miss M. Jackes

Music

Carillonneur: J. L. Richardson

Swimming Instructor for Women: Miss E. A. Edwards (B.A.U.C. 1933; Canadian Olympic Team 1932)

Geology

Summer Instructor Survey Camp: E. S. Moore  
V. J. Okulitch  
Laboratory Attendant: D. Monteith  
Class Assistant: W. H. White  
H. J. C. Coveney  
G. P. Crombie  
W. N. Ingham (Brandon College, completing M.A.)  
D. A. Firth (graduating this year)  
W. R. McQuarrie (B.Sc. Dalhousie)

Mineralogy

Laboratory Attendant, W. Wightman  
Assistant (part-time): S. V. Burr (Queen's B.A. 1939)

Italian and Spanish:

Instructor: J. H. Parker  
T. B. Barclay

Chemistry:

Assistant: R. S. Stuart (Univ. New Brunswick)  
J. P. Draper (Univ. B. C.)

Physiological Hygiene

Rockefeller Grant

Research Assistant: Miss J. Patterson  
Technical Assistant: Miss L. Barber  
Miss J. Smith

Household Science

Research Assistant: Miss J. E. Young  
Assistant: Miss B. Broadfoot  
Miss E. Lovell





Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, May 23rd, 1940, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)  
The President  
Mr. Osler  
Hon. Dr. Kelly  
Mr. Burns  
Mr. Bryce

Mr. Morrow  
Hon. Dr. Ferguson  
Dr. Gibson  
Dr. Anderson  
Mr. Young  
Mr. Neilly

The Bursar was present as Secretary.

Before proceeding with the business of the meeting the  
Secretary reported that he had been informed on behalf of the following  
members that they would be unable to attend:-

Mr. Ross  
Chief Justice Rose  
Mr. Rogers

The minutes of the last meeting were read and confirmed  
as amended on folio 216.

Gertrud  
Davis  
Fellow-  
ship

Arising out of the minutes the Bursar reported that at  
the request of Principal Wallace and upon the recommendation of the Uni-  
versity College Council a cheque for an additional \$100 had been forward-  
ed to him by the Chartered Trust and Executor Company to increase the  
award of the Gertrud Davis Fellowship, and the Board accordingly approved  
of the award of this Fellowship to Sidney Fuller at the amount of \$500  
instead of the \$400 authorized at the last meeting.

Motion  
of the  
President  
re appoint-  
ments

In accordance with notice previously given the President  
moved that the following promotions and appointments for 1940-41, as re-  
commended by him, be made, and approval was given to the same at the sal-  
aries set opposite the respective names:-

Appoint-  
mentsArts:

Associate Professor, Physics: C. Barnes	\$2,800	per ann
M. F. Crawford	2,800	" "
Assistant Professor, Physics: A. A. Brant	2,400	" "
Professor, Chemistry: J. B. Ferguson	4,400	" "
Assistant Professor, Chemistry: F. E. W. Wetmore	2,500	" "
Professor, Biology: A. F. Coventry	4,000	" "
Assistant Professor, Geography: G. Tatham	2,400	" "
Professor, Political Economy: V. W. Bladen	4,100	" "
A. Brady	4,000	" "
R. M. Dawson	4,000	" "
Assistant Professor, Philosophy: T. A. Goudge	1,900	" "

Medicine:

Assistant Professor, Anatomy: C. G. Smith	2,500	" "
Associate Professor, Physiology: E. T. Waters	3,200	" "
Assistant Professor, Hygiene & Preventive Medicine:		
F. O. Wishart	3,000	" "
Associate Professor, Paediatrics: F. F. Tisdall	2,000	" "

Applied Science:

Professor, Electrical Engineering: A. R. Zimmer	4,200	" "
Assistant Professor, Electrical Engineering:		
D. N. Cass-Beggs	2,800	" "
Assistant Professor, Mechanical Engineering:		
R. C. Wiren	2,500	" "
Assistant Professor, Applied Mechanics, Civil		
Engineering, M. & S: M. J. C. Lazier	2,500	" "
Professor, Engineering Drawing: W. J. Smither	4,200	" "
W. J. T. Wright	4,000	" "

Household Science:

Assistant Professor: Miss J. I. Simpson	2,600	" "
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School of Hygiene:

Associate Professor: J. Craigie	500	" "
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Lecturers 1940-41Arts:

Mathematics: Miss C. C. Krieger	\$2,150
Miss M. E. G. Waddell	2,000
D. B. DeLury	1,950
D. C. Baillie	1,550
Applied Mathematics: B. A. Griffith	2,200
Physics: Miss E. J. Allin	2,100
Miss K. M. Crossley	1,700
Miss F. M. Quinlan	1,700
Geography: D. F. Putnam	2,000
Astronomy: P. M. Millman	2,400
J. F. Heard	2,150
Geology: V. J. Okulitch	2,000
W. W. Moorhouse	1,800
Mineralogy: V. B. Meen	1,700
Chemistry: J. J. Rae	2,400
Biology: R. R. Langford	900
F. E. J. Fry	900
Botany: A. J. V. Lehmann	1,900
History: R. G. Riddell	without salary
Anthropology: P. Nash	2,400
Political Economy: C. B. Macpherson	2,100
Law: J. E. M. Hancock	1,800
English: A. E. Birney	2,300
French: Miss A. C. Cole	2,350
G. L. Assie	2,000
J. A. Houpert	2,000
Miss I. G. Balthazard	1,800
Miss M. MacDonald	1,800



Lecturers 1940-41 Cont'd)Appoint-  
ments  
(Cont'd)Applied Science:

Electrical Engineering: R. F. Brown	\$2,500
J. E. Reid	2,000
L. S. Lauchland	1,800
Mechanical Engineering: G. H. Hally	1,900
Applied Mechanics: R. B. McIntyre	2,200
Mining Engineering: S. E. Wolfe	2,500
W. T. Turrall	1,800
Chemical Engineering: W. C. Macdonald	1,900
Architecture: H. S. M. Carver, Special Lecturer (vice H.J. Burden on war service)	1,800
W. E. Carswell	2,650
Engineering Drawing: P. V. Jermyn	2,400
J. J. Spence	2,100
Applied Physics: V. L. Henderson	2,000

Medicine:

Biochemistry: B. F. Crocker	2,400
Hygiene & Preventive Medicine: Miss H. C. Plummer	500
Pathology & Bacteriology: P. H. Greey, Bacteriology	1,800
Dr. R. Margarite Price, Bacteriology & Serology	3,000
D. Magner, Pathology (on war service)	
Pathological Chemistry: D. L. Selby	1,000
Physiology: E. Fidler, Lecturer and Research Associate	2,000
E. H. Botterell, Neuro-Physiology (on war service, \$75 for T.I. & A.A.)	

Household Science:

Household Science: Miss J. S. Roberts	2,500
Miss D. E. Mulholland	1,800
Miss H. R. Coatsworth	1,000
Food Chemistry: Dr. M. Doreen Smith	1,700
Miss E. I. Walker	1,700

School of Nursing:

Miss N. D. Fidler - Nursing and Hospital Administration, and Supervisor of Hospital Administration and Teaching Courses for Graduate Nurses	2,200
Miss W. L. Chute -	2,200
Miss M. B. Millman - Public Health Nursing, and Supervisor of Field Practice in Public Health Nursing	2,100
Miss D. M. Percy - Nursing, and Senior Clinical Instructor in Hospital	2,100
Miss M. J. Wilson - Nursing, and Clinical Instructor in Hospital	1,400)
	(plus living \$400)

Social Science:

Miss B. M. Finlayson	2,500
D. G. McCullagh	1,950

School of Hygiene:

Epidemiology & Biometrics: J. M. Mather, Epidemiology	2,400
A. E. Berry, Public Health Engineering	500
Physiological Hygiene: J. G. Cunningham, Industrial Hygiene	500

Sessional Appointments 1940-41

Office Assistant, Health Service for Men: J. M. Thomas	1,000
Registrar, University College: W. J. McAndrew	800
Registrar's Assistant: Miss E. H. McAndrew	1,050
Secretary, Registrar's Office: Miss L. E. Blackburn	1,350
Assistant Dietitian, Whitney Hall, U.C: Miss V.R. Murphy	1,100)
	(plus living \$400)
Nurse, Whitney Hall: Mme. J. Ledoux	1,100)
	plus living \$400)
Assistant, Military Studies: W. A. Baughurst	1,050

Appoint-  
ments  
(Cont'd)

Demonstrator, Geography:	Miss M. Brookstone	\$1,200
Fellow, Applied Mathematics:	A. W. Walker	550
	I. L. Wilson	500
Computer, Astronomy:	Miss R. J. Northcott	1,300
Secretary-Librarian, Astronomy:	Miss E. M. Fuller	1,300
Night Assistant and Machinist, Astronomy:	G. F. Longworth	1,500
Observer, Astronomy:	A. F. Bunker	900
Assistant, part-time, Astronomy:	W. F. M. Buscombe	500
Summer Assistant, Astronomy:	W. F. M. Buscombe	300
Honorary Professor of Meteorology:	J. Patterson	without salary

Physics:

Clerical Assistant and Librarian:	Miss N. K. Reed	1,200
Honorary Special Lecturer:	A. Thomson	without salary
	B. Haurwitz	
	W. E. K. Middleton	
	E. W. Hewson	
Honorary Special Demonstrator:	D. B. Kennedy	
	C. C. Boughner	
Demonstrator:	H. L. Welsh	1,500
Demonstrator and Lecturer:	J. M. Anderson	1,500
	A. D. Misener	1,500
	R. Richmond	1,200
Chief Mechanician:	B. Clark	2,300
Assistant Mechanician:	J. Ward	2,100
	G. T. Woodward	2,000
	F. M. Shepherd	1,700
	A. Owen	1,400
Laboratory and Lecture Assistant:	P. Blackman	1,700
Assistant Laboratory and Lecture Assistant:	J. A. Reid	800

Chemistry:

Assistant:	G. J. Janz	\$ 650	Miss E. V. Eastcott	1,800
	D. M. Burpee	1,400	R. W. Allgood	724
	A. W. Birnie	724	F. Y. Cook	724
	R. F. Donahoe	724	W. J. Hornibrook	724
	W. A. E. McBryde	724	L. T. Munn	724
	P. Olynyk	724	H. H. Richmond	724
	W. J. Rogers	724	R. S. Stuart	650
	J. P. Draper	650	Miss J. C. Romeyn	724
	H. Sheffer	724	E. Y. Spencer	724
	W. A. Tidridge	724	M. H. Thomas	724
	H. A. Bewick	650	H. E. Gunning	650
	W. G. Hines	724		

## Laboratory Attendant:

D. H. Renwick	)	
H. M. Davis	)	\$2,475 appropriation for the
A. Van Winkel	)	year 1940-41
E. Chadwick	)	

Organic Chemistry:

Research Associate:	J. M. Grosheintz	\$2,040
Technician:	R. McDougall	780
Laboratory Attendant:	Mrs. C. McCallum	250

Political Economy:

Assistant:	V. C. Fowke	1,500
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Law:

Special Lecturer:	K. G. Gray	on war service
	H. Rubin	without salary
	H. G. Fox	

Change of Title of	F. C. Auld to Professor of Jurisprudence
" " " "	J. Finkelman to Associate Professor of Adminis-
	trative and Industrial Law

Fine Art:

Special Instructor:	Miss Ruth Home	without salary
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## Sessional Appointments 1940-41 (Cont'd)

Appoint-  
ments  
(Cont'd)Dentistry:

Assistant Librarian: Miss H. Reid	\$1,100
Dental Nurse: Miss V. H. Broadrib	560
Associate Professor, Medicine: F. A. Clarkson	360
Special Lecturer, English: E. J. Pratt	360
Demonstrator, First Aid: W. Butt	40
Demonstrator, Dentistry: A. M. Hord ) for duration	675
J. G. Perkin) of war	578
Periodontology: W. G. McIntosh	292
Dentistry: C. G. Pearson	500
Instructor, English Expression: G. A. McMullen	100
Typing for Dental Nurses, Miss A. Lougheed	100
Principles of Accounting for Dental Nurses, Miss A. Lougheed	180
Principles of Accounting: W. E. Secord (for duration of war)	150
Dental Technology: E. M. Rigsby	240
Supervisor, Dental Nurses: Miss E. O. Courtney	1,300
Dental Nurse: Miss M. M. Brown \$800	Miss G. Kyle 900
Miss A. E. Phipps 800	Miss A. H. Rose 840
Miss E. G. Singer 800	Miss L. E. Tutt 1,000
Miss F. G. Whitehead 800	
Technician: H. F. Whitaker	150
Laundress: Mrs. L. Barraclough (42 weeks)	691
Laboratory Assistant: Mrs. M. Gratton	306

Biology:

Assistant, Vivarium: D. G. LeRay	800
Laboratory Attendant: W. Smith	900
Research Assistant: F. E. J. Fry	1,250
R. R. Langford	1,250
G. S. Swain	270
A. Welsh	72
Mechanical Technician: A. Quantrill	1,500
Assistant, Experimental Biology: S. Clare	950
Microscopic Technician: T. Stovell	1,000
Technical Assistant: Mrs. Audrey H. Shortt	800

School of Hygiene:Administration:

K. Kerns, Office Assistant and Secretary	462
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Physiological Hygiene:

Research Associate: H. M. Barrett	2,800
Research Assistant: Miss H. J. Bell	1,400
Secretary: J. Craigie	500
Assistant Professor: R. E. Haist	2,600
Research Associate: D. Y. Solandt	400
Mrs. Ruth C. Partridge	800
Technical Assistant: R. Hann	780

Epidemiology & Biometrics:

Office Assistant and Secretary: K. Kerns	462
Laboratory Assistant: W. Deyman	735
Miss S. McCausland	924
W. Moore	900

Chemistry in Relation to Hygiene:

Technical Assistant: G. Kimm	1,000
Demonstrator: Miss E. M. Taylor	500

Oto-Laryngology:Senior Demonstrator:

J. K. Robert	\$200	A. H. Veitch	200
D. E. S. Wishart	200		

Junior Demonstrator:

P. E. Ireland	500	G. W. McGregor	150
H. W. D. McCart		on war service	
A. M. McLeod	150	G. C. Snell	150
J. Grant Strachan	150	J. Sullivan	150
M. F. Williams	500		

Senior Demonstrator:

H. H. Burnham	200	C. A. Rae	on war service
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Appoint-  
ments  
(Cont'd)Physical Education for Women:

Assistant Director: Miss J. M. Forster	\$1,500
Swimming Instructor for Women: Miss E. A. Edwards (7 mos.)	1,200
Clerical Assistant: Mrs. Margaret Graham	300
Secretary-Treasurer, Women's Athletic Directorate: Miss A. E. L. Parkes	350

Medical Adviser for Women:

Dr. Jean F. Davey, Medical Adviser	2,400
Part-time Assistant: Dr. Jessie McGeachy	1,000
Office Assistant: Miss M. Jackes	1,200

Music:

Carillonneur: J. L. Richardson	500
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Geology:

Summer Instructor, Survey Camp: E. S. Moore	100
V. J. Okulitch	50
Laboratory Attendant: D. Monteith	700
Class Assistant:	
W. H. White	\$250
G. P. Crombie	250
D. A. Firth	250
C. J. H. Coveney	250
W. N. Ingham	250
W. R. McQuarrie	250

Mineralogy:

Laboratory Attendant, W. Wightman (9 mos. from 1 Sept.)	900
Assistant (part time): S. V. Burr	400

Italian and Spanish:

Instructor: J. H. Parker	1,500
T. B. Barclay	1,500

Physiological Hygiene:Rockefeller Grant:

Research Assistant: Miss J. Patterson	\$120 per month
Technical Assistant: Miss L. Barber	75 " "
Miss J. Smith	55 " "

Household Science:

Research Assistant: Miss J. E. Young	1,000
Assistant: Miss B. Broadfoot	800
Miss E. Lovell	800

In addition to the above the following promotions and appointments for 1940-41 were approved, at the salaries set opposite the respective names, upon the recommendation of the President:-

Promotions 1940-41Medicine:

Associate Professor, Paediatrics: E. A. Morgan	\$ 400
A. W. Canfield	250

Dentistry:

Associate Professor, Radiography: S. M. Richardson	3,300
Associate, Dentistry: W. D. Cavanagh	540
J. H. G. Harwood	315

From 1 July, 1940Dentistry:

Associate, E. A. Grant	without salary
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Lecturers 1940-41

Appoint-  
ments  
(Cont'd)

Medicine:

Pathology & Bacteriology: A. J. Kerwin, Pathology 1,800  
Dr. Mary I. Tom, Neuropathology 2,000  
Pathological Chemistry: R. W. I. Urquhart on war service

Dentistry:

Orthodontia: S. S. Crouch 850  
Principles of Accounting: C. C. Rous on war service

Summer Session - University Extension and PublicityInstructors for the year 1940-41:

## Pass Course for Teachers:

## English:

Dr. Florence A. Smith \$420 A. E. Barker 420

## French:

G. L. Assie 420 Miss A. L. Cook 420

## History:

R. M. Saunders 420 D. J. McDougall 140

D. G. Creighton 140 R. G. Riddell 140

## Mathematics:

W. J. Webber 420 Miss C. C. Krieger 420

## Psychology:

K. S. Bernhardt 420 J. D. Ketchum 420

F. C. Tobin 150

## Philosophy:

W. J. McCurdy 420 Lawrence Lynch 420

## Political Economy:

V. W. Bladen 420 H. A. Logan 420

## Latin:

L. A. Mackay 200

## Geography:

Griffith Taylor 210 G. Tatham 105

D. F. Putnam 105 Miss M. Brookstone 200

## Astronomy:

J. F. Heard 420 Miss R. J. Northcott 150

## Botany:

T. M. C. Taylor 420 N. W. Radforth 150

## Courses in Pedagogy:

F. W. Minkler - Science of Education 350

J. A. Long ) Educational Psychology 350

R. W. B. Jackson ) History of Education 350

H. McGuire - Educational Administration and Science of Education 350

J. G. Althouse - Educational Administration 210

A. C. Lewis - Educational Administration 210

## Public School Supplementary Course:

A. T. McLachlan - Manual Training, School Management, Health and Physical Education 350

A. A. Martin - Agriculture 125

Miss L. L. Ockley - Home Economics 125

Miss D. Ackerman - Health and Physical Education - Women 125

Miss Annette Marsh - Art 125

## Library School Course:

Miss M. E. Silverthorn - Contemporary Literature and Book Selection for Special Groups 150

Miss B. Bassam - Cataloguing and Classification 150

Appoint- ments (Cont'd)	Research Assistants:		
	Applied Physics:		
	E. L. Dodington	- 3 mos. from 1 July	\$150 per month
	W. A. Lohun	- July and August	175 " "
	D. H. Hamly	- July	175
	Electrical Engineering:		
	R. G. Anthes	- 3 mos. from 1 July	125 " "
	Mechanical Engineering:		
	W. A. Wallace	- July and August	165 " "
	I. W. Smith	- " " "	165 " "
	Civil Engineering: Surveying & Geodesy:		
	L. E. Jones	) July and August	150 " "
	T. L. Rowe		150 " "
	H. V. Steer	(Mechanician) July and August	125 " "
	School of Architecture:		
	V. B. Blake	- July	100

The following appointments for 1939-40 were also made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

<u>Arts:</u>		
<u>Chemistry:</u>		
Mrs. D. N. Oswald	- Assistant, from May 8 to June 8	\$100
<u>Dentistry:</u>		
Miss C. Cochrane	- Secretarial Assistant, June (vice Miss E. Hodge resigned)	83.34
<u>Special Research:</u>		
<u>Mechanical Engineering:</u>		
I. W. Smith	- Research Assistant, May and June	\$165 per m.

Re-appoint-  
ment of  
persons  
who have  
attained  
age 65

The President presented a report of the Committee on Retirement of Professors and in accordance with the recommendations of this Committee and of the President, approval was given to the continuance for the Session 1940-41 of the appointments of the following persons who had attained the age of 65 years:-

Dr. G. D. Porter	Professor G. A. Guess
Professor R. B. Thomson	Professor F. B. Kenrick
Dean C. H. Mitchell	Professor G. A. Cornish
H. A. Grainger	Dr. F. A. Clarkson
Professor St. Elme de Champ	Dean C. D. Howe
Dr. J. H. Elliott	Professor J. S. Will
Principal M. W. Wallace	Professor L. Gilchrist
Professor R. W. Angus	Professor C. B. Farrar
Rt. Rev. W. C. White	Dr. C. C. Benson
Professor A. L. Parsons	Professor W. S. Ferguson
Professor W. H. Piersol	Dr. G. W. Howland

Resigna-  
tion of  
Professor  
W. H.  
Lowry

The President also reported the receipt of a letter from Dr. W. H. Lowry tendering his resignation as Professor of Ophthalmology, effective 30th June, 1940, in view of the fact that his term as Chief of the department at the Toronto General Hospital would end on the



Resigna-  
tion of  
Prof.  
Lowry  
(Cont'd)

same date, and he thought that as the two departments were so closely allied it would be more desirable to have one man in charge. This re-  
signation was accepted with regret and the Secretary was directed to  
convey to Dr. Lowry the Board's appreciation of his long and valued  
services.

Amend-  
ments to  
Estimates

Other recommendations from the President were approved  
as follows:-

Additional appropriations:

<u>University Press:</u>	
"Microscopes"	\$ 125
"Wages"	3,500
"General Salaries"	150

Transfers in Appropriations:

<u>Hygiene &amp; Preventive Medicine:</u>	
From "Supplies and Apparatus"	
To "Cleaner - part time"	95

<u>Faculty of Applied Science General Expenses:</u>	
From "Furniture and Fixtures, Books, etc."	
To "Stationery and Printing, Calendar, Office Supplies and Incidentals"	150

<u>Ontario College of Education:</u>	
From "General Supplies for Class Room Use"	
To "Office Supplies"	350

Appro-  
priation  
re Social  
Functions  
for  
Courses  
and  
Classes

Approval was also given for a transfer of \$130 from the  
appropriation for "Course in Occupational Therapy" to that for "Social  
Functions for Courses and Classes" in the Department of University Exten-  
sion and Publicity, it being understood that this approval applies to  
the present year 1939-40 only, and that the Director of University Exten-  
sion be informed that for the year 1940-41 expenditures from University  
funds for Social Functions for Courses and Classes are to be discontinued.

Extension  
Courses  
for Fire-  
men and  
Instruc-  
tion in  
Link  
Trainer

Also upon the recommendation of the President authority  
was given for the following courses to be held in the Department of Uni-  
versity Extension and Publicity:-

Courses for Firemen: One at St. Catharines on May 30th and 31st, and  
another at Kirkland Lake on June 17th and 18th. The fee was fixed at  
\$3.00 per student and \$5.00 per Brigade, and approval was given to the  
appointments of the following Instructors at the stipends set opposite  
the respective names:-

Professor R. W. Angus	- 2 lectures, Hydraulics	\$ 20
Professor J. W. Bain	- 2 " Chemistry of Fire	20
Professor L. J. Rogers	- 2 " Detection of Crime	20

Instruction in  
Link  
Trainer

Instruction in connection with Link Trainer, for which the following charges were approved:-

\$6.00 per hour for organizations like Trans-Canada Air Lines which provide an instructor to work under the supervision of the University Instructor;  
\$8.00 " " for individuals;  
\$2.00 " forty-minute lesson for men in uniform if they come individually;

payment in advance to be required except in the case of the Trans-Canada Air Lines. In this connection approval was also given for the employment of Bruce Montgomery Smith, an outstanding graduate in Aerial Navigation, as Instructor at the rate of \$125 per month for the first four months, to date from May 15th, and if his services are satisfactory at the rate of \$150 per month thereafter; on the understanding that his engagement is temporary.

Other communications were presented and dealt with as follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the Board  
Statutes of Senate Numbers -

1468 - Respecting the Calendar of the Faculty of Dentistry for the Session 1940-41  
1478 - " an amendment to the Calendar of the Faculty of Arts for the Session 1940-41

which Statutes having been severally read were approved.

Grant re  
Aviation  
Medical  
Research -  
Banting

From Sir Frederick Banting transmitting an Order-in-Council regarding the allocation by the Dominion Government of the sum of \$109,000 to the Department of National Defence for Aviation Medical Research, and the Board granted his request that, pending the receipt of the \$90,000 of this grant which had been recommended for work in his department, an extension be allowed of the period formerly authorized, viz: to 30th June, 1940, during which requisitions and accounts against this fund up to the sum of \$5,000 would be honoured by the Bursar, the same to be charged against the General Funds of the Department of Medical Research - Banting if the grant were not received.

Gift of a  
Water  
Turbine  
from Hydro-  
Electric  
Power  
Commission

From Professor R. W. Angus stating that the Hydro-Electric Power Commission had recently presented the Hydraulic Laboratory with a Water Turbine which had been in use at the Ontario Power Company, Niagara Falls, for over forty years and which was recently replaced by one of more modern construction. The Board were very pleased to learn of the gift, which was of such historic interest, and the same was accepted with thanks and appreciation.



Victoria  
College  
Leases

From Dr. Walter T. Brown, Acting Chancellor of Victoria College, requesting that the leases to Victoria College covering various University properties be consolidated and included in the original lease of land on which the main buildings were situated, at the same rental of \$1.00 per year and under the same conditions. This matter was referred to the Property Committee for consideration and report.

Port  
Hope  
Lots

From Mr. Roy Carr of Port Hope asking permission to use the lot owned by the University at the corner of Dorset and Elgin Streets in Port Hope which adjoins his property. The Board gave consent to this request on the understanding that the property be kept clear of weeds and that the occupant does not in any way damage it or remove anything from it; and also on the understanding that the consent does not interfere with any existing agreement and that this privilege may be terminated at any time by the Board without notice.

E. C.  
Whitney  
Estate

From the Toronto General Trusts Corporation, Ottawa, stating that some time ago the Succession Duty Office of the Province of Ontario, after an investigation, filed with them a claim for \$130,009.73 additional duties and penalties in connection with the E. C. Whitney Estate, based primarily upon a large total of alleged undisclosed gifts made by Mr. Whitney to Mrs. Whitney. In March, 1939, the Department offered to settle this and a further claim against Mrs. Whitney's Estate for \$25,000., and upon the Executors declining this proposal another offer was made to settle the claims against both Estates for \$10,000. For several reasons the Executors were unable to agree to the terms of settlement and they were finally advised by the Department that no claim would be made against the residuary heirs but only in connection with alleged gifts made by Mr. Whitney and not disclosed. The Corporation feared, however, that in view of the difficulty of collecting the duty from the donees in question, since most of them are dead, no funds of the Estate will be released by the Department pending an adjustment of the claim. The Board decided that under the existing circumstances nothing could be done in this matter at the present time.

follows:-

Whereas the surplus in the funds of your Insulin Committee as at 31st July, 1939, amounted, in all, to \$171,595.33 (as shown in the attached Balance Sheet) -

And Whereas this surplus requires to be dealt with pursuant to agreements between the Governors and Frederick Grant Banting, Charles Herbert Best and James Bertram Collip -

And Whereas, with the assent of the Governors on the one hand and Doctors Collip, Best and Banting on the other, your Insulin Committee has arranged that, in the division of such a surplus, the sum of \$10,000 be withheld to remain as an Operating Balance in the funds of the Committee -

Your Insulin Committee has now to request that the sum of \$161,595.33 (i.e. the above-mentioned surplus of \$171,595.33 less \$10,000) be dealt with as follows, to wit:-

1. That a one-half portion of this \$161,595.33, i.e., \$80,797.67, be paid into the Insulin Committee Trust Fund which is held by the Bursar; and that interest allowed on this fund, so augmented, be at such rate as may be determined by the Board of Governors.

2. That one-third of the second half portion of \$161,595.33 i.e. \$26,932.55, be held by the Bursar subject to withdrawal upon requisitions from time to time by Sir Frederick Banting for the purposes of medical research being carried out in the University of Toronto by him personally or under his direction.

3. That the sum of \$26,932.55 be held by the Bursar subject to withdrawal upon requisitions from time to time by Dr. C. H. Best for the purposes of medical research being carried out in the University of Toronto by him personally or under his direction.

4. That the sum of \$26,932.56 be paid, for the purposes of medical research, to McGill University, to which Dr. J. B. Collip was attached, and in which he was actively employed in research work for the duration of the twelve months between 1st August, 1938, and 31st July, 1939.

5. That if for any reason the whole or any part of the sums set aside for Sir Frederick Banting and for Dr. Best be not called upon as provided hereinabove, the disposal of the balance or balances be dealt with by the Board of Governors.

All of which is respectfully submitted.

(Sgd) F. K. Morrow  
Chairman

(Sgd) F. Lorne Hutchison  
Executive Secretary

May 22nd, 1940.

Upon motion of Mr. Morrow,  
Seconded by Mr. Neilly,  
It was Resolved,

That the foregoing report be approved and that the matter of the rate of interest to be allowed on the Insulin Committee Trust Fund be referred to the Finance Committee for consideration.

Deputation  
to Govern-  
ment re  
Estimates  
for  
1940-41

The Chairman reported that on May 16th the following deputation from the Board had waited upon the Minister of Education, Dr. Simpson, together with the Deputy Minister, Dr. McArthur:-

The Chairman (Dr. Macdonald)  
President Cody  
Mr. Ross  
Mr. Burns  
The Secretary, Mr. Higginbottom



Approval  
of Estim-  
ates by  
Govern-  
ment

At this meeting the University Estimates for the fiscal year 1940-41, as passed by the Board, were presented, and at the request of the Chairman Mr. Ross, as Acting Chairman of the Finance Committee, gave an analysis of the present situation. The Chairman then gave a résumé of the accumulated deficits and suggested to the Minister that some consideration should be given to a reduction of the same. The following letter was then presented from the Deputy Minister of Education authorizing the Governors to proceed under the 1940-41 Estimates submitted:-

Dr. H. J. Cody,  
President,  
University of Toronto,  
Toronto, 5.

Dear Sir:-

I am directed by the Minister of Education to acknowledge the receipt of the Estimates of the University for the University's year 1940-41. The Minister appreciates the careful supervision given by the Board of Governors to the expenditures of the University, and hopes that, if it is found possible to do so, the expenditures may be reduced below the amount set forth in the Estimates. Subject to this provision, the Minister gives his approval to the Estimates as submitted.

I have the honour to be,  
Your obedient servant,

(Sgd) D. McArthur  
Deputy Minister of Education

May 18th, 1940

Appoint-  
ment of  
Women's  
Committee  
re pro-  
posed  
use of  
"Holwood"

In connection with the proposed use of "Holwood" as a women's building and the construction of a women's gymnasium, the Chairman requested that a Special Committee be appointed, representing the undergraduate women's activities of the University and the women members of the staff, to confer with him regarding this matter, it being understood that the Board are not to be committed in any way. The following Committee was thereupon appointed for this purpose:-

Dr. C. C. Benson (Chairman)	- President, Women's Athletic Association, University of Toronto
Dr. Jean F. Davey	- Medical Adviser for Women
Mrs. W. A. Kirkwood	- Dean of Women, Trinity College
Miss J. Macpherson	- " " " Victoria College
Miss M. B. Ferguson	- " " " University College
Dr. J. Gertrude Wright	- Assistant Professor of Botany
Miss A. E. M. Parkes	- Secretary-Treasurer, Women's Athletic Directorate

The personnel of this Committee is an enlargement upon the Committee appointed on May 28th, 1936.

The meeting adjourned at 5:25 p.m.

Minutes confirmed

June 13<sup>th</sup> 1940

*Armed Macdonald*

Chairman

*Indefinite  
m.B.*





Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, June 13th, 1940, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	Mr. Burns
The President	Mr. Neilly
Chief Justice Rose	Mr. Morrow
Dr. Anderson	Mr. Bryce
Hon. Dr. Ferguson	

The Bursar was present as Secretary.

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Mr. Ross  
Hon. Dr. Kelly  
Mr. Rogers

The minutes of the last meeting were read and confirmed.

In connection with the death of Professor J. T. Fother-  
ingham -

It was moved by Dr. H. B. Anderson,  
Seconded by the Honourable Chief Justice Rose,  
And Resolved,

That the Governors of the University of Toronto place on record their warm appreciation of the services tendered both to Canada and the Empire and to this University by the late Major-General John Taylor Fotheringham, M.D., C.M.G. He served for many years on the teaching staff of the Faculty of Medicine, mainly in the Department of Medicine and Clinical Medicine, and after his return from the Great War was Professor of the History of Medicine till his retirement in 1931. He served continuously in the World War with the Canadian Army Medical Corps and was Director-General of the Canadian Medical Services till 1920. He was an excellent teacher, a loyal graduate, a helpful member of the Senate, and a man of high ethical standards.

The Governors offer their sympathy to the surviving members of his family.

Arising out of the minutes the following matters were reported:-

Regarding the Special Committee appointed at the last meeting to consider the proposed use of "Holwood" as a women's building the Board approved of the Chairman's suggestion that proceedings in this connection be delayed in view of the present war conditions.

Resolu-  
tion of  
condol-  
ence on  
death of  
Dr. J. T.  
Fother-  
ingham

Re pro-  
posed  
use of  
"Holwood"

Withdrawal  
of resig-  
nation of  
Dr. W. H.  
Lowry

Upon the President's recommendation the resignation  
of Dr. W. H. Lowry was withdrawn and he was appointed Professor of  
Ophthalmology and Head of the Department for the Session 1940-41.

Appoint-  
ments

The following appointments were made upon the recom-  
mendation of the President and the salaries were fixed at the amount  
set opposite the respective names:-

From 1 July, 1940

Faculty of Medicine:

Art Service:

Assistant Artist: Miss E. I. Hopper	\$1,620 per an		
Pharmacy & Pharmacology:			
Technician: A. C. Morrison	1,000	"	"
Laboratory Attendant: C. Codner	1,160	"	"
Physiology:			
Technical Assistant in Bio-Physics: J. D. Brown	1,500	"	"
Psychiatry:			
Dr. Lary V. Jackson, Associate	250	"	"
Surgery:			
Associate: G. S. Foulds	250	"	"

Sessional Appointments 1940-41

Faculty of Medicine:

Anatomy:

Assistant in Histology: H. D. Ball	\$	50
Demonstrator: M. J. Wilson, Radiological Anatomy		40
N. Delarue		30
W. J. Winthrope		25
W. D. Flatt		25
C. Sheard		25
Miss K. I. McMurrich		70
E. A. Montgomery, Dental Anatomy		30
Laboratory Assistant: C. Storton		1,05
Technical Assistant: H. F. Whittaker		1,05
G. Ross		1,00
Museum Technician: B. L. Guyatt		1,00

Bio-Chemistry:

Demonstrator: Mrs. Jeanne Manery Fisher	1,00
Fellow: P. Hamilton	1,10
Miss E. Macpherson	1,00
J. Tuba	95
F. Root	80

Hygiene & Preventive Medicine:

Demonstrator: A. E. Fallis - \$400	R. Hare	40
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Medicine & Clinical Medicine:

Senior Demonstrator: G. Bates	20
G. F. Boyer	20
E. A. Broughton	20
E. E. Cleaver	20
H. A. Dixon	20
J. G. Falconer	20
J. H. McPhedran	20
E. J. Maltby	20
W. E. Ogden	20
H. H. Hyland	on war service
G. W. Loughheed	50
Junior Demonstrator: E. F. Brooks	15
W. H. Brown	15
C. R. Burton	15
T. A. Crowther	15
F. C. Hamilton	15
L. M. Murray	15
A. E. Parks	15
D. J. Prendergast	15
N. M. Wrong	15



Appoint-  
ments  
(Cont'd)

Medicine & Clinical Medicine (Cont'd):

Junior Demonstrators (Cont'd):

R. A. Cleghorn	\$3,000	J. A. Dauphinee	\$2,000
J. W. Graham	2,400	R. B. Kerr	2,400
J. A. Walters (temporary)			2,400
A. R. Hagerman	)		
J. C. Richardson	)	on war service	
H. E. Rykert	)		
R. I. Macdonald			500

Senior Demonstrator, Clinical Microscopy:

J. A. Dauphinee	without salary
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Junior Demonstrator, Clinical Microscopy:

H. L. Gray	on war service
J. R. E. Morgan (temporary)	150
A. H. Squires ( " )	150

Fellow: A. W. Bagnall

Research Assistant: Miss L. I. Hanna

N. S. Simmons

Secretary: Miss S. H. Clutton

Laboratory Attendant: R. Wilson

Obstetrics & Gynaecology:

Senior Demonstrator:

W. W. Lailey	\$200	S. J. N. Magwood	200
W. G. Cosbie	200	D. M. Low	200

Junior Demonstrator:

W. A. Dafoe	150	H. W. Johnston	150
F. J. O'Leary	150	W. T. Noonan	150
K. Manning	150	G. L. Watt	150
L. T. A. Armstrong	150	A. Purdy	150
W. H. Murby	150	J. Mann	150
J. C. Goodwin	150	R. B. Meiklejohn	150
D. E. Cannell		on war service	

Fellow: G. A. Hendry

D. N. Henderson ) part time

J. R. McArthur )

Secretary: Miss E. V. Wilgar

Ophthalmology:

Associate: L. J. Sebert

A. E. Macdonald

Assistant: H. Hodgson (part time)

Junior Demonstrator:

W. R. F. Luke	\$200	H. M. Macrae	200
A. L. Morgan	200	J. F. A. Johnston	200

Secretarial Assistant: Miss M. E. Gray

Paediatrics:

Senior Demonstrator:

Dr. Gladys L. Boyd	500	A. P. Hart	200
G. E. Smith	200	W. W. Barraclough	150

Junior Demonstrator:

J. R. Ross	200	N. Silverthorne	300
C. E. Snelling	300	W. A. Hawke	200
A. L. Chute	300		

J. H. Ebbs

J. D. Keith

J. D. M. Griffin

Research Fellow: Elizabeth Chant Robertson

Research Assistant in Chemistry: S. H. Jackson

Director, Paediatric Research Laboratories:

F. F. Tisdall

Technician: Miss M. E. Doyle

Miss W. M. Johnstone

Miss E. Shatruck

Secretarial Assistant: Miss M. L. Cassidy

Pathology & Bacteriology:

Senior Fellow in Pathology: J. D. Duffin

Fellow: A. L. Gordon, Pathology

J. W. Stevenson, Museum

W. G. Rice, Bacteriology

Demonstrator: S. Hanson, Pathology, full time

E. J. Clifford, Bacteriology

Fellow: M. A. Ogryzlo, Neuropathology

Appoint-  
ments  
(Cont'd)

Pathological Chemistry:

Demonstrator: D. H. Boddington	\$	500
J. S. Wilson		250
Fellow: H. E. Woodward		1,500
A. G. Gornall		1,000
Assistant: G. P. Hamblin		250
Laboratory Assistant: C. H. Downs		1,200
Laboratory Attendant: Mrs. C. McCallum		350

Pharmacy & Pharmacology:

Fellow: D. D. Bonnycastle		1,500
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Physiology:

Research Associate: A. L. Chute		1,500
J. Campbell		1,400
J. Markowitz		100
Research Assistant: L. B. Jaques		1,200
M. J. Wilson		100
Fellow: J. W. Dales	\$700	
N. C. Delarue	200	
W. J. Winthrop	200	
Laboratory Assistant: G. Scattergood		
		on war service
		\$34.40 Emp. Pension

Psychiatry:

Demonstrator:			
B. T. McGhie	150	G. W. Anderson	150
C. G. Stogdill	150	Dr. Ruth Franks	150
J. E. Sharpe	150		
Fellow: K. G. Gray			on war service
J. D. M. Griffin, Child Psychiatry			without salary
Research Fellow: N. L. Easton	)		
J. G. Dewan	)		without salary
L. D. Proctor	)		
Secretarial Assistant: Miss A. F. Abbott		"	"

Radiology:

Senior Demonstrator:		
A. H. Rolph		200
M. R. Hall		200
J. Somers		200
Research Assistant: J. F. Hinds		750
Assistant: C. L. Ash (part time)		500

Therapeutics:

Senior Demonstrator: C. E. Cooper Cole			200
Junior Demonstrator, Anaesthesia:			
G. R. Balfour	150	W. E. Brown	150
C. G. Bryan	150	J. Chassels	150
N. S. Clark	150	S. J. Evelyn	150
H. R. Hargrave	150	K. M. Heard	150
K. E. Hollis	150	C. H. Robson	150
A. R. Wilkins	150		
Research Fellow: K. J. R. Wightman			800
Assistant:			
W. B. Charles	50	J. L. Fowler	50
C. C. Gray	50	A. H. Squires	50
Secretarial Assistant: Miss B. M. Calvin (half time)			420
Assistant, Physical Therapy: Miss R. Shilton			300
Messenger in the Medical Office: A. Jefferys			875

Faculty of Household Science:

Food Chemistry:

Instructor: Miss E. J. Reed		1,250
Assistant: Miss D. M. Lindsley	} part time	500
Miss G. O. Stonestreet		300
Clerical Assistant: Miss E. E. Cross		1,100
Miss D. M. Lindsley (part time)		600

Faculty of Dentistry:

Secretarial Assistant: Miss C. Cochrane		1,000
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Appoint-  
ments  
(Cont'd)

Athletics & Physical Training - Men:

Gymnasium Instructor and Supervisor, Compulsory Physical Training: W. H. Martin, 10 mos.	\$2,700
Gymnasium Instructor and Supervisor, Intramural Activities: J. E. McCutcheon, 10 mos.	2,600
Swimming Instructor: W. W. Winterburn	2,600
Chief Locker & Attendance Clerk: W. Rimmer	2,100
Clerical Assistant: Miss K. Boyd, 10 mos.	800

Faculty of Arts:

Chemistry:

Assistant: D. C. West	650
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Fine Art:

Instructor: P. Haworth (part time)	700
Secretary-Librarian: Mrs. I. H. Whitley	600

Mineralogy:

Assistant: J. J. Ivan (half time)	400
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Botany:

Associate: L. C. Coleman	2,000
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Special Demonstrator in Microscopy & Microphotography: D. H. Hamly	800
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Senior Demonstrator: M. W. Bannan	800
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Assistant: Miss D. F. Forward, and Demonstrator in Physiology	1,500
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Miss M. B. Givens, Morphology & Anatomy	1,800
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Miss C. B. Ross, Ecology	1,700
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R. F. Cain, Mycological Herbarium	1,800
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Gardener: L. Van Cleemput	1,700
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Clerical Assistant: Miss L. Alward	1,400
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Miss R. Hobberlin	1,200
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Librarian: Dr. Kathleen L. Hull	1,250
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Storekeeper and technician: R. Lynn	1,300
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Laboratory Attendant: S. G. Smith	1,000
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Assistant: Miss G. S. Taylor	800
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Greenhouse Assistant: W. M. C. Chilton	900
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History:

Secretarial Assistant: Miss F. C. Hahn, 9 mos.	900
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Mathematics:

Fellow: C. D. Wolin \$700	N. S. Mendelsohn 700
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W. C. G. Fraser 700	L. Dulmage 700
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H. D. Cameron 600	
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Political Economy:

Assistant:

H. C. McFadden 250	D. G. Tyndall 250
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K. G. Robertson 250	W. K. Bryden 250
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Anthropology:

Class Assistant: J. N. Emerson	300
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Psychology:

Instructor: Miss M. D. Salter	600
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Miss L. L. Northway	400
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Class Assistant:

Miss M. Loeb 400	F. J. Tobin 400
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E. S. W. Belyea 400	Miss K. Harvie 300
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P. C. McCabe 300	Miss M. Wright 300
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Miss D. Millichamp 300	Mrs. M. B. Arnold 300
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Miss R. W. Dingee 300	
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Reader: Miss E. G. McClelland	200
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E. Signori	200
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Research Fellow: Miss M. D. Salter	500
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Clerical Assistant: Mrs. Winifred Mussen	1,100
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Laboratory Attendant: Miss D. D. Hearn	1,150
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Miss G. Evans	400
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Archaeology:

Research Assistant: J. L. Menzies (Michaelmas Term)	without salary
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Resident Tutor, University College Men's Residence:

J. E. L. Graham	"
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Assistant Dietitian, U.C. Women's Residences: Miss P. West,

8 mos. from 15 September \$100 per month

Faculty of Medicine:Surgery:

## Senior Demonstrator:

C. R. B. Crompton	\$200	C. W. Harris	\$200
R. M. Janes	200	J. C. McClelland	200
R. J. A. McComb	200	J. L. McDonald	200
C. B. Parker	200	Spence Reid	200
R. H. Thomas	200		

## Junior Demonstrator:

H. G. Armstrong	150	J. W. Brennan	150
W. G. Carscadden	150	J. H. Couch	150
J. T. Danis	150	A. W. Farmer	150
W. S. Keith	150	F. I. Lewis	150
D. R. Mitchell	150	D. W. G. Murray	150
D. W. Pratt	150	E. E. Shouldice	150
C. H. Watson	150	W. K. Welsh	150

## On war service:

S. D. Gordon	J. A. MacFarlane
T. R. Sarjeant	R. M. Wansborough
A. W. M. White	

Fellow: C. Aberhart (part time)

on war service

E. H. Botterell

on war service

\$75 -T.I. &amp; A.A.)

on war service

F. G. Kergin

## Part-time:

R. C. Laird	700	R. G. Mackenzie	500
J. R. F. Mills	1,500	H. Norman	600
S. A. Thomson	1,200	F. R. Wilkinson	1,000

## Resident Fellow:

Jessie M. Gray	400	J. E. Leddy	400
A. D. McLachlin	400		

## Assistant Resident Fellow:

W. S. Anderson	300	W. G. Bigelow	300
J. del. Bourgeois	300	F. H. Cote	300
F. P. Dewar	300	W. T. Mustard	300
W. D. Stevenson	300	F. B. Thomson	300
E. B. Tovee	300	W. R. Dalziel	300
H. V. Slemmon	300	J. E. Bateman	300
E. C. Moyer	300	H. J. Sullivan	300
D. B. MacLaren	300		

Laboratory Technician: G. F. Pringle

1,200

## Secretary to the Dean, Faculty of Medicine:

Miss T. W. MacLaren

without salary

Faculty of Applied Science:Electrical Engineering:

## Demonstrator:

E. A. Ricker	1,200	R. G. Anthes	1,100
H. A. Courtice	1,000	W. L. Phoenix	1,000
V. W. Bethel	500	W. E. White	500

Mechanical Engineering:

Instructor: I. W. Smith

1,500

Civil Engineering, Municipal & Structural:

Special Lecturer: A. E. Berry, Municipal Engineering

1,000

Instructor: C. E. Helwig

1,350

Civil Engineering, Surveying & Geodesy:

Instructor: T. L. Rowe

1,500

Instructor, Survey Camp:

W. M. Treadgold	562.50	S. R. Crerar	500
E. W. Banting	475.00	J. W. Nelson	450
T. L. Rowe	187.50		

Mining Engineering:

Instructor: W. A. M. Hewer

1,600

Metallurgical Engineering:

Laboratory Attendant: H. Ross, 10 mos.

900

Office Assistant &amp; Librarian: Miss E. Singleton

300

Chemical Engineering:

Instructor: A. H. FitzGerald

1,600

J. G. Breckenridge

1,500

## Demonstrator:

W. H. Rapson	1,200	M. Adelman	1,050
B. Marks	1,050		

Special Lecturer: T. L. Crossley, Pulp &amp; Paper

150



Appoint-  
ments  
(Cont'd)

Faculty of Applied Science (Cont'd)

School of Architecture:

Instructor, Modelling: F. Coates, 9 mos.	\$ 950
Special Lecturer: MacKenzie Waters	1,000
A. S. Mathers	200
H. B. Dunington-Grubb	100
Attendant in Drafting Rooms: G. A. Arksey	800

Engineering Drawing:

Attendant in Drafting Rooms: G. Brown, 9 mos.	1,100
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Applied Physics:

Instructor: L. E. Jones	1,600
Demonstrator: W. A. Mohun	1,200
E. L. Dodington	1,100
D. H. Hamly (part time)	550
Special Lecturer, Accountancy & Business: R. R. Grant	300

Secretary's Office:

Stenographer: Miss E. Singleton	400
Office Attendant: A. Dykeman	800

School of Nursing:

Dietitian-Housekeeper: Miss M. E. Waddell	1,200)
	plus living 400)
Supervisor of Health Service & Residence Nurse: Miss M. K. C. Kenney	1,080)
	plus living 400)
Office Clerk: Mrs. E. H. Troop	960

Department of University Extension & Publicity:

For 1940-41:

Summer Session:

C. W. Haldenby, Instructor in Botany (vice N. W. Radforth (resigned)	150
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For 1939-40:

Workers' Educational Association:

Instructors:

G. E. Price	- Economics	100
J. T. Macpherson	- Economic Theory	100
W. H. Becking	- Public Speaking	84
Kenneth H. Rogers	- travelling expenses	15.75

The appointments of the following persons (vide folio 112) were amended by making the remuneration as follows:

Instructors:

Frank Ferguson	50
C. R. Philp	50
C. W. M. Hart	70

Short Courses:

Lecturers in Courses for Firemen:

G. R. Lord	- Hydraulics	10
W. C. Macdonald	- Chemistry of Fire (vice J. W. Bain, resigned)	20

The appointment of R. W. Angus as Lecturer in Course for Firemen (vide folio 227) was amended by making the remuneration 10

Course in Physiotherapy:

Ruggles K. George	- Lecturer in Anatomy	125
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Correspondence Courses:

S. M. F. Chant	- Instructor in Psychology, the remuneration to be paid upon certificate, based on work done	
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Special Research:

Research Assistants:

Botany:

For 3 months from 1 July, 1940:

M. W. Bannan	\$70 per month
Miss V. Facey	175
A. R. Gopalayenger	80 per month
C. W. Haldenby	80 " "
H. M. Harrison	70 " "
B. E. Hillary	80 " "
C. D. McKeen	70 " "
L. T. Richardson	70 " "
W. R. Watson	80 " "

Appoint-  
ments  
(Cont'd)

<u>Special Research (Cont'd):</u>			
<u>Botany (Cont'd):</u>			
Miss H. Goulding	- for July	\$	70
D. H. Hamly	)		120
Miss R. H. Moore	) for August and	70 per month	
N. W. Radforth	) September		120
<u>Physiology: Research Assistants:</u>			
E. A. Ryan	- 4 mos. from 20 May, 1940	\$80 per mo.	
D. F. Pen			680
J. W. Scott	- 1 July to 31 October	80 per mo.	
Research Associate: J. Campbell			600
Fellow, part time: - W. D. Flatt, 1 October, 1940 to			
	30 June, 1941		200
Head of Technical Staff: F. L. Robinson			500
Technical Assistants: C. Scattergood			875
	J. C. Howard		457.84
Secretarial Assistant: Miss D. M. Secord			100
<u>Physiological Hygiene: (Best Fund):</u>			
Research Associate: D. Y. Solandt			300
Senior Technical Assistant: C. Cowan			700
<u>Technical Assistants:</u>			
J. G. Truax	\$1,100	K. Roseblade	1,050
Miss A. Jaffray	875	Miss M. Linton	780
P. Prosser	780	Miss M.E.Hocking	\$81.24 a m.
Miss M. Luxton	\$81.33 a mo.	J. Scattergood	on war ser
<u>Experimental Medical Research:</u>			
Chief Technical Assistant: W. Cowan			1,760
<u>Assistant in Animal Quarters:</u>			
J. Minshull	720	L. Hughes	720
K. Sims	720		

Additional  
appoint-  
ments

The following recommendations for additional ap-  
pointments were made by the President at this meeting and were ap-  
proved by the Board at the salaries indicated:-

<u>Ontario College of Education:</u>			
Assistant Professor of Elementary Subjects: Adrian Macdonald (to be paid by the Provincial Department of Education) from 1 July, 1940			
<u>Promotions 1940-41</u>			
<u>Faculty of Medicine:</u>			
Assistant Professor, Surgery: R. I. Harris			300
H. W. Wookey			300
<u>Lecturers 1940-41</u>			
<u>Faculty of Arts:</u>			
Special Lecturer, Botany: W. R. Haddow			without salary
Lecturer & Tutor, History: R. G. Riddell			" "
Lecturer and Reader, History: W. L. Morton			1,050
Lecturer, Political Economy: S. B. Stocking			3,300
Special Lecturer, Psychology: G. W. Anderson			100
J. D. L. Griffin			100
Lecturer, Fine Art: C. F. Comfort			without salary
Lecturer in German: M. Joos			2,000
<u>Faculty of Medicine:</u>			
Lecturer, Hygiene & Preventive Medicine: E. L. Davey (vice			
M. H. Brown on active service)			1,044
Lecturer & Research Associate, Physiology: E. Fidler			100
Lecturer, Physiology: E. H. Botterell			(see folio 221)
Special Lecturer, Medical Jurisprudence: K. G. Gray			on war ser
W.L.Robinson			\$125
Dentistry: D. M. Tanner			on war ser
Medical Ethics & Economics: G. S. Young			-with-
			out salary
Life Insurance: J. G. Falconer			"
<u>History of Science &amp; Civilization:</u>			
H. Wasteneys			200
A. F. Coventry			200
Professor, History of Medicine: J. L. Elliott			700
<u>Faculty of Applied Science &amp; Engineering:</u>			
Lecturer, Mechanical Engineering: D. D. Panabaker			2,600



Leaves  
of  
absence

The following recommendations from the President in connection with leaves of absence were approved as follows:-

An extension of sick leave to Professor J. G. FitzGerald to October 1st, 1940, on full salary, and the appointment of Dr. R. D. Defries as Acting Director of the Connaught Laboratories during the absence of Dr. FitzGerald.

An extension of sick leave to Miss Jessie Barber, Dietitian at the University College Women's Union, to the end of the calendar year, December 31st, 1940, on full salary, and the appointment of Miss Violet R. Murphy, Assistant Dietitian, to carry on Miss Barber's work during her absence, with an addition of \$200 to her salary in view of the increased responsibilities.

Other recommendations from the President were approved as follows:-

Revisions  
in Estim-  
ates for  
1940-41 in  
Chemistry  
Department

Department of Chemistry (revision in the Estimates for 1940-41):

- (1) J. B. Ferguson to remain an Associate Professor.
- (2) W. S. Funnell " " " " "
- (3) The salary of F. E. W. Wetmore to be \$2,600 instead of \$2,500.
- (4) A reduction in the appropriation for "New Equipment and Alterations" in Electro-Chemistry to \$300 instead of \$1,000.

Department of Psychology:

Arrange-  
ments for  
Prof. G. P.  
Cosgrave's  
research  
work

- (1) Professor G. P. Cosgrave to be released for one-third of his time during 1940-41, to work locally on psychological research in Aviation under the Associate Committee on Aviation of the National Research Council.
- (2) Professor Cosgrave's present salary of \$2,750 to be raised to \$3,000 for 1940-41, of which the University will pay \$2,100 and the National Research Council \$900; his contributions to the Teachers' Insurance & Annuity Association to be continued on his present salary basis, \$2,750.
- (3) Professor Bott to be given authority to place orders for materials and equipment for Aviation work to the extent of \$1,000, pending the receipt of the National Research Council grant of \$10,000 for Psychology, no payments to be made until after 1st July, 1940.

Psychology  
Orders for  
materials  
pending re-  
ceipt of  
grant

Appoint-  
ment of  
Dr. Wm.  
Moseley in  
School of  
Hygiene

School of Hygiene:

Dr. William Moseley to be appointed as Director of Field Training in the Department of Epidemiology & Biometrics from 15th May, 1940, to 30th June, 1941, at a salary of \$4,200 per annum, and to be reimbursed to the extent of \$385 for expenses incurred in moving from Fort William; this expenditure to be charged for the present against the School of Hygiene Endowment Fund pending the receipt of the Special Grant of \$10,000 to be provided by the Department of Health of Ontario and the Rockefeller Foundation.

Amend-  
ments to  
Estimates

Additional appropriation:

University Extension and Publicity:

"Short Courses - Firemen's Training Course" - \$100

Amend-  
ments to  
Estimates  
(Cont'd)

Transfers in appropriations:

Medicine & Clinical Medicine:

From "Supplies and Chemicals" \$100  
To "Books and Periodicals"

Mining Engineering:

From "Supplies" 120  
To "Apparatus"

Extension  
Course in  
"Propaganda  
in War and  
Peace"

Also upon the recommendation of the President authority was given for the establishment in the Department of University Extension and Publicity of a course in "Propaganda in War and Peace". The fee was fixed at \$10 per student for a series of nineteen lectures and Dean Vernon McKenzie of the University of Washington was appointed as Lecturer for this course at a remuneration of \$350 on the understanding that the course would not go on unless there was an enrolment of at least forty students. If, however, there should be a somewhat smaller enrolment and Dean McKenzie wished to proceed then his remuneration was to be the amount of the fees less expenses.

Request  
for reduc-  
tion in  
fees of  
Miss Eva  
Goldschmidt

The President presented a letter from the Director of University Extension and Publicity transmitting a request from the Sub-Committee on Refugees of the Women's War Service Committee of the University for a reduction in the fees of Miss Eva Goldschmidt, who was said to be a refugee and who was qualified for admission to the Course in Physiotherapy, but after considering the matter the Board concurred in the President's recommendation that no reduction be made in this case.

The following donations were reported and were accepted with thanks and appreciation:-

Canadian  
Red Cross  
Society  
Grant re  
concentrated  
human serum

From the Canadian Red Cross Society a cheque for \$2,500 as the first instalment of a grant of \$5,000 a year to be made by them towards the work being carried on by Professor C. H. Best in the preparation of concentrated human serum in the Department of Physiological Hygiene in the School of Hygiene, and for which provision had previously been made by the National Research Council.

National  
Research  
Council  
grant re  
Aviation

From the National Research Council a cheque for \$5,000 as an accountable advance in connection with the work in progress under the direction of Sir Frederick Banting on Aviation Medical Research.



National  
Research  
Council  
grant re  
Pathology  
research

Also from the National Research Council a cheque for \$300 as an accountable advance in connection with the research on the chemotherapy of gas gangrene in animals being conducted by Dr. F. H. Greey of the Department of Pathology and Bacteriology.

Kiwanis  
Club grant  
towards  
wireless  
telegraphy  
course

From the Kiwanis Club of Riverdale a cheque for \$2,600 covering a donation towards the special course in short wave wireless telegraphy to eleven picked men for the British Navy under the direction of Professor E. F. Burton of the Department of Physics, this cheque including the sum of \$100 donated to this fund by Professor Burton himself.

Allen-  
McKellar  
Memorial  
Prize in  
French

From the Committee administering the funds of the Allen-McKellar Memorial Prize in French a cheque for \$25.34 representing a small balance in the fund which might be applied to assist in this year's award of the Prize in order to augment the interest available from the capital sum.

Offer of  
two Toronto  
men to make  
donations  
for train-  
ing of  
Pilots for  
Air Force

From Wing-Commander Joy of the Civil Aviation Branch of the Department of Transport, through Mr. Dunlop, an offer from two Toronto men to contribute substantial amounts towards the training of pilots, and asking that the University accept the money so contributed and use it to pay for flying instruction to graduates of the Course in Aerial Navigation and of students in the First Year in order that each one of them may be given 100 hours of flying. The Board expressed its willingness to accept these contributions, and approved of a course of instruction being conducted during the Summer months, at the request of Wing-Commander Joy, providing there is any additional money available; this course to include lectures, instruction on the Link Trainer, and flying instruction which would be taken outside the University, the course really to be an Officers' Training Course for the Air Force. The Secretary was directed to request Mr. Dunlop to advise him of the arrangements in this connection when the same had been completed.

Gift of  
a music  
set from  
Carnegie  
Corporation

From the Carnegie Corporation of New York a music set comprising several phonograph records, which the President explained would be placed in the Women's Common Room in University College.

Receipt of  
Greek coins  
from Mr.  
R. H.  
Kimball

From Mr. Rufus H. Kimball of San Francisco the collection of Greek coins which he had offered to the University in April last, and upon motion of Hon. Dr. Ferguson, seconded by Mr. Morrow, it was ordered that these coins be placed at the Royal Ontario Museum.

as follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the  
Board Statutes of Senate Numbers -

- 1459 - Respecting the Curriculum in Veterinary Science for the Session 1940-41
- 1460 - " the Curriculum in Agriculture for the Session 1940-41
- 1467 - " the Calendar of the Faculty of Forestry for the Session 1940-41
- 1469 - " the Calendar of the School of Graduate Studies for the Session 1940-41
- 1470 - " the Curriculum in Pharmacy for the Session 1940-41
- 1473 - " the Calendar of the Faculty of Household Science for the Session 1940-41
- 1474 - " the Calendar of the Library School for the Session 1940-41
- 1475 - " the Calendar of the Ontario College of Education for the Session 1940-41
- 1480 - " the George H. Locke Memorial Scholarship
- 1481 - " the Archie B. Crealock Memorial Prize
- 1482 - " an amendment to the Calendar of the Faculty of Arts for the Session 1940-41

which Statutes having been severally read were approved.

Statute  
of Senate  
re Course  
in Physical  
and Health  
Education

Approval was also given to Statute of Senate No. 1471 respecting the degree of Bachelor of Physical and Health Education and the course of instruction leading thereto, and the Board approve of the following composite fee as recommended by the Senate for this course:-

Composite fee, to include tuition, library, laboratory supply (but not laboratory deposits), medical examination, and one annual examination, if paid on or before October 20th .....\$180.

Statute  
of Senate  
re Curriculum in  
Physical  
Education

In this connection approval was also given to Statute of Senate No. 1471 respecting the Curriculum in Physical Education for Women for the Session 1940-41, this course to be continued until the students enrolled in it have had an opportunity of completing the requirements for the degree.

Letter from  
Senate of  
Dalhousie  
University  
re Bausch &  
Lomb Optical  
Company

Also from the Registrar the following letter signed by C. B. Nickerson, Secretary of the Senate of Dalhousie University regarding the Bausch & Lomb Optical Company, Limited:-

The Registrar,  
University of Toronto,  
Toronto, Ontario.

Dear Sir:-

At a recent meeting of our University Senate the following resolution was presented by the Faculty of Medicine:-

"In view of the fact that the firm of Bausch & Lomb of the United States of America have a contract with Zeiss of Jena not to supply any optical instruments to the Allies for their war effort for the duration of the war, I move



Bausch &  
Lomb Co.  
(Cont'd)

that we, as a Faculty, cease to trade with them or buy their goods from their agents in Canada, and that this matter be brought to the attention of Senate for further action in other Faculties and in other Universities throughout Canada."

This resolution was approved unanimously. Further, it was agreed that a copy of the resolution, together with a notice of the Senate's action should be sent to all Canadian Universities.

Yours very truly,

(Sgd) C. B. Nickerson  
Secretary

May 23rd, 1940.

The Bursar stated that upon receipt of this letter he had endeavoured to secure what information he could and as a result a letter was received from Mr. L. E. Ansdén, Vice-President of the Company in Toronto, together with a telegram from Mr. L. H. Eisenhart, President of the Company in Rochester, New York, stating that the report was based entirely on misinformation and that the contract with Zeiss did not prevent their manufacturing optical instruments for the Allies. Moreover, they had accepted substantial orders for Binoculars from England, Canada, Australia, Finland, Sweden and China, for use in the present war and they intended to do all in their power to supply any other equipment desired. In view of this information the Secretary was instructed to forward copies of the Company's correspondence to the Senate of Dalhousie University in order to ascertain just what grounds there might be for their criticism and action in connection with this matter.

Rental  
of No. 198  
College  
Street  
from the  
Royal  
Canadian  
Institute

From the Royal Canadian Institute transmitting a cheque for \$50 on account of rent of No. 198 College Street, and the Board approved of the Bursar writing to the Institute acknowledging the receipt of this cheque and stating that in accordance with his telephone conversation with Mrs. Rawlings this cheque was being accepted as a temporary arrangement and without prejudicing the University's rights in the matter, and asking for a letter confirming this.

Resolution  
transmitted  
by Trustees  
of Banting  
Research  
Foundation

From the Secretary-Treasurer of the Banting Research Foundation transmitting the following resolutions passed by the Trustees:-

Resolution passed by the Board of Trustees of the  
Banting Research Foundation on Monday, June 3, 1940

- - - - -

WHEREAS the Trustees did, at a meeting held on the 27th day of April, 1934, pass a resolution authorizing the Board of Governors of the University of Toronto to set aside or retain yearly a sum of \$3,000 from the income of the Banting Research Foundation as a Reserve Fund to protect the capital of the Foundation.

AND WHEREAS the Board of Governors of the University of Toronto, acting upon the authority of the aforementioned resolution, did open an interest bearing account to the credit of which was placed the yearly sum of \$3,000 aforementioned.

AND WHEREAS the aforementioned resolution contained no provision as to the disposition of the interest earned by the said Reserve Fund, such interest, amounting to the sum of \$1,593.85, as of the 30th day of September, 1939, was added to the said Reserve Fund.

AND WHEREAS the Trustees now desire to ratify and confirm the addition of interest to the Reserve Fund as aforementioned.

AND WHEREAS the Trustees further desire that any interest earned subsequent to the 30th day of September, 1940, by moneys standing at the credit of the said Reserve Fund shall be added to and form part of the annual income of the Foundation.

THEREFORE on motion moved by H. K. Detweiler  
and seconded by W. E. Gallie

IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the action of the Board of Governors of the University of Toronto in adding the interest earned by the moneys standing at the credit of the said Reserve Fund up to the 30th day of September, 1940, to the said Reserve Fund be and it is hereby ratified and confirmed.
2. That all interest earned subsequent to the 30th day of September, 1940, by moneys from time to time standing at the credit of the said Reserve Fund shall be added to and included each year with the regular income of the Foundation.
3. That the said resolution passed on the 27th day of April, 1934, as hereby modified, be and the same is hereby ratified and confirmed.
4. That the Secretary be instructed to transmit this resolution to the Board of Governors with the suggestion that the money now accumulated in the Reserve Fund should be invested and that the interest earned after the 30th day of September, 1940, should be turned over to the Trustees for expenditure, as set forth in the resolution above.

Upon motion of Mr. Neilly this matter was referred to the Finance Committee for consideration and report.

Offer to  
Royal Bank  
re Forest  
School  
Practice  
Camp Site

From Mr. F. K. Morrow stating that after talking to Mr. W. C. Cain, Deputy Minister of Lands and Forests, he had come to the conclusion that the Board of Governors should offer to the Royal Bank the sum of Two Thousand Dollars (\$2,000) for the right, title and interest of the firm of Mickle, Dymont & Son Limited in the land and timber in the Township of Sherborne near Dorset, which is under consideration as a site for the University's Forest School Practice Camp. Mr. Morrow further stated that it was possible the Royal Bank would make a counter offer of \$2,500 and if so he would advise accepting it. Upon motion of Mr. Morrow, seconded by Mr. Bryce, authority was given for Mr. Morrow and the Bursar to negotiate with the Royal Bank along the above-mentioned lines.



Leaside  
Enginee-  
ing Co.

From the Secretary of the Leaside Engineering Company, Limited, transmitting the audited financial statement for the fiscal year ending 29th February, 1940, together with form of proxy in connection with the Annual Meeting which was held on Wednesday, June 12th, 1940.

Request  
from  
Toronto  
Conser-  
vatory  
of Music  
to buy  
back de-  
bentures

From the Secretary-Treasurer of the Toronto Conservatory of Music requesting to buy back two \$1,000 Conservatory debentures for its Sinking Fund, and approval was given, without prejudice to the Board's right to receive payment of the balance of the debentures in accordance with the terms thereof, for the retirement of these two \$1,000 debentures as of 1st July, 1940, at 96 and accrued interest, the price at which they were bought, provided there is no loss to the University in connection with the transaction.

Local Im-  
provement  
Rates re  
119 St.  
George St.  
and 78  
Queen's  
Park

From the University Solicitor stating that in connection with accounts for Local Improvement Rates which had recently been assessed against the University in connection with No. 119 St. George Street and No. 78 Queen's Park, his opinion was that as far as No. 119 St. George Street was concerned the University was liable for the rates, as it had been held in a number of cases that if a Local Improvement Rate is imposed it is imposed once and for all, and that even if the property is transferred to a purchaser who would be exempt if he were the owner at the time the tax was imposed such purchaser is liable for the rate. Regarding No. 78 Queen's Park, however, the Solicitor stated that this case was different as the property was not acquired by the University after Local Improvement Rates had been imposed. After considering the matter the Board decided to pay both of these accounts as rendered, and the Secretary was instructed to issue a cheque to the City Treasurer for the sum of \$106.42 to cover the same.

Additional  
vote  
re "Law  
Costs"

Also from the University Solicitor transmitting his Bills of Costs covering services rendered during the last six months of the present fiscal year, amounting to \$663.30, and approval was given to the Bursar's request for an additional appropriation of \$713.68 for "Law Costs" to permit of the payment of this account.

Proposed  
scholar-  
ship re  
Hotel  
Associa-  
tion

From Mr. H. A. MacLennan, Chairman of the Scholarship Committee of the Hotel Association of the Province of Ontario, offering on behalf of the Association to establish a scholarship at the University of Tor-

Hotel  
Associa-  
tion  
Scholar-  
ship  
(Cont'd)

onto and at Cornell University, whereby after two years at the University of Toronto the successful candidate would complete the Hotel course at Cornell. After considering the suggested terms of award, which involved some unusual conditions, the matter was deferred until the next meeting, and in the meantime the President was requested to obtain the views of the members of the Senate in connection with the same, and the Secretary was instructed to transmit to the members of the Board the details suggested in connection with the proposed scholarship.

Amend-  
ments in  
budget of  
Institute  
of Child  
Study

From the Director of the Institute of Child Study transmitting the following recommendations of the Council of the Institute in connection with their budget for 1939-40, to which the Board gave approval:-

- (1) That \$100 previously allotted to the appropriation for "Printing" revert to the fund for "Equipment and Supplies".
- (2) That \$150 be transferred from the appropriation for "Equipment and Supplies" to the Superintendent's appropriation.
- (3) That all unexpended balances at the end of the year revert to the General Fund.

Letter of  
thanks from  
Sir Freder-  
ick Banting  
for vote

From Sir Frederick Banting expressing his appreciation to the Board for the appropriation to the Department of Medical Research - Banting of the sum of \$7,500 for the year 1940-41.

Notice of  
payment on  
debenture  
debt of  
Essex Border  
Utilities  
Commission

The Bursar submitted a letter from the Secretary of the Essex Border Utilities Commission Refunding Plan Committee, stating that payment had now been received in connection with the obligations of the Town of Ojibway in respect of the debenture debt of the Commission and that it had been able to authorize the Trustee to pay cash to the holders of Warrants of Series "O" issued when City of Windsor Debentures were issued in exchange for Essex Border Utilities Commission Debentures, at the rate of 1.477 dollars for each dollar of face value of warrants held.

Upon motion of Hon. Dr. Ferguson,  
Seconded by Mr. Neilly,  
It was Resolved,

That Warrant No. O-1991 - \$47.62, being part of City of Windsor Debentures amounting to \$19,047.60, held by the University, be presented to the Canadian Bank of Commerce, Windsor, for surrender and cancellation at the rate of 1.477 dollars for each dollar of face value; and that D. Bruce Macdonald, Chairman, and C. E. Higginbottom, Bursar, be and they are hereby authorized to sign and to affix the seal of the Board to the said warrant, and also to a letter to the Canadian Bank of Commerce, Toronto, for the release of said warrant which is held by it for safekeeping.



Current  
Expendi-  
ture

The Bursar also presented his statement, certified by the Auditor, of the expenditure made by him from the Accountable Warrant authorized on May 9th, 1940, and the same was laid on the table. Also his Estimate, under By-Law No. 20, of the amount required to defray Current Expenditure for the balance of the month of June and the first part of July. Ordered that an Accountable Warrant for Three Hundred Thousand Dollars (\$300,000) be issued to the Bursar.

Banting  
Research  
Founda-  
tion  
Trustees

Upon motion of Mr. Neilly, seconded by Mr. Burns, the Board re-appointed the Right Hon. Sir William Mulock, K.C.M.G., the Hon. H. J. Cody, LL.D., and Dr. H. B. Anderson as Trustees of the Banting Research Foundation for three years from 28th July, 1940.

Notice of  
motion re  
Connaught  
Labora-  
tories  
report

Mr. Neilly as Chairman of the Connaught Laboratories Committee presented the Annual Report of his Committee, together with a report of the Acting Director, covering the fiscal year ending March 31st, 1940, and gave notice that he would move at the next meeting of the Board for the approval, ratification, and confirmation of the same, this report to be available for study at the Bursar's Office during the interval. The question of the proposed rate of interest to be allowed on the Connaught Laboratories Fund was referred to the Finance Committee for consideration. Mr. Neilly was again commended upon the splendid manner in which the Connaught Laboratories Committee had handled its business under his Chairmanship.

Mr. Neilly's  
invitation  
to visit  
Connaught  
Laborat-  
ories Farm

Mr. Neilly also extended an invitation to the members of the Board to visit the Connaught Laboratories Farm on Saturday, June 22nd, about 3:30 p.m., and this invitation was received with much pleasure.

The meeting adjourned at 6:15 p.m.

*Indefed  
m.B.*

Minutes confirmed  
*June 28<sup>th</sup> 1940*

*James Macdonald*  
Chairman





Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, June 27th, 1940, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	Hon. Dr. Ferguson
The President	Mr. Burns
Dr. Gibson	Dr. Anderson
Mr. Ross	Chief Justice Rose
Mr. Osler	Mr. Neilly

The Bursar was present as Secretary.

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Hon. Dr. Kelly  
Mr. Rogers

The minutes of the last meeting were read and confirmed.

In connection with the death of Dr. J. G. FitzGerald, Professor of Hygiene and Preventive Medicine, Director of the School of Hygiene, and Director of the Connaught Laboratories -

It was moved by the Hon. G. Howard Ferguson,  
Seconded by Balmer Neilly, Esq.,  
And unanimously resolved,

That this Board records its sense of the deep loss which the University of Toronto has suffered in the death of the late Dr. John Gerald FitzGerald at the early age of 58, and its appreciation of the distinguished services rendered by him to this University, to his country and to the cause of Hygiene and Preventive Medicine throughout the world. One of our own graduates, he took post-graduate work in various institutions on this continent and in Europe, and finally became a permanent member of the Medical Faculty of Toronto in 1913. He ultimately became Professor of Hygiene and Preventive Medicine and Director of the School of Hygiene, and was an outstanding figure in the fields of bacteriology, pathology and psychiatry as well as in his special department of Preventive Medicine. He was Dean of the Medical Faculty from 1932 to 1936. For many years he was a member of the Health Committee of the League of Nations and one of its four public health expert assessors. He was also one of the scientific directors of the International Health Division of the Rockefeller Foundation. This Foundation used his services on various occasions in different parts of the world to gain information about public health education and organization. In his knowledge and ripe judgment, the Foundation had fullest confidence.

In this University his name will be forever linked with the foundation, in 1913, of the laboratories to which the name Connaught Laboratories was given in 1917. The laboratories turned over by him to the University in 1914, and aided soon thereafter by a princely

Resolu-  
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of Dr.  
J. G.  
FitzGerald

252  
252  
Resolu-  
tion re  
Dr. J.G.  
FitzGerald  
(Cont'd)

gift of the late Colonel Sir Albert Gooderham, K.C.M.G. - a member of this Board - steadily grew under the impulse and vision of Dr. FitzGerald and the able colleagues whom he chose, to be a world-famous centre of research and production in the field of Preventive Medicine, in the words of the New York Times "now recognized as the finest in the world". This is Dr. FitzGerald's greatest monument. The establishment of a School of Hygiene in this University marked another great achievement of his, in that influenced by its high esteem of him the Rockefeller Foundation built the first unit of this School at a cost of \$400,000 and gave it a total endowment of \$850,000.

Dr. FitzGerald was one of the leaders of his profession in the world, and one of the chief factors in the development of medical research in this University. He has helped to win for Preventive Medicine its proper place in the training of doctors and in public policies. Above all he has rendered this special service - of creating an organization and a group of fellow workers who will carry on his work and realize his ideals in the generations to come.

To his widow and his children the Board expresses its heartfelt sympathy.

Connaught  
Laborator-  
ies Com-  
mittee  
Annual  
Report

Arising out of the minutes the following matters were reported:-

In accordance with notice previously given Mr. Neilly moved, seconded by Mr. Osler, that the Annual Report of the Connaught Laboratories Committee covering the fiscal year ending March 31st, 1940, be approved, and the same was adopted as follows:-

"To the Chairman of the Board of Governors,  
University of Toronto,  
Toronto, Ontario.

Dear Sir:-

The Report of the Acting Director, and the Financial Report as prepared and certified by our Auditors, coupled with certain remarks to follow, are presented herewith, and constitute the Annual Report of the Connaught Laboratories Committee for the fiscal year ended March 31st last.

The Acting Director's Report speaks for itself and describes in brief manner the more important activities of the Laboratories during the period under review.

Under Revenue and Expenditure Account you will note that sales last year amounted to \$645,226 and exceeded the previous year's gross by \$40,413. However, for reasons that will be enumerated later, the operating margin, instead of increasing proportionately, actually dropped from \$74,794 in the previous year to \$38,954.

During the year manufacturers in the United States, distributing products similar to those produced by the Connaught Laboratories, reduced their prices, and, although we are not in competition, it was considered prudent on our part to adjust our prices to generally conform with theirs.

Increased sales at lower prices necessitated additional labour and more material purchased on a rising market.

Then, too, to put the Laboratories in a position to supply any likely demand from the military authorities, we undertook certain preparatory expenditures. It may be that the demand for such products will fall short of our estimates and a loss will result, but the knowledge that we are prepared to play our full part, if necessity arises, does, we believe, justify such expenditures under conditions presently prevailing.



Connaught  
Laborator-  
ies Annual  
Report  
(Cont'd)

If to this operating margin of \$38,954 we add the Government grant and interest income of \$41,041, and deduct the cost of special expenditures for research amounting to \$21,201, it will be found that for the year revenue exceeded expenditures by \$58,794, and this amount was transferred to General Reserve for endowment of Connaught Laboratories Research.

The approximate value of our marketable securities as of March 31st last was \$385,546.91, as against a book value of \$393,242.30. Only three items in this list are subject to question. We have \$5,000 par value of Alberta bonds, 4½%, due October 1956, and \$1,000 par value Lethbridge Northern Irrigation District, 6%, due May 1951, and guaranteed by the Province of Alberta. We have declined partial payment of interest and such interest has not been included in our accounts. In addition, we have \$5,000 par value Moose Jaw, 5%, due July 1957. The interest on these bonds is in arrears.

Taking the list as a whole, our yield is about 4.2% on the book value.

As you know, the Connaught Laboratories have set up a pension fund that is supplementary to that of the University, and on March 31st last the accumulations in this reserve amounted to \$95,146.09. In addition to \$35,057.96 on deposit with the Canada Permanent Mortgage Corporation, we held marketable securities with an approximate market value of \$65,338.16, as against a book value of \$65,040.69. These bonds are all good and give us an average yield of about 4.8%.

This fund is reviewed on an actuarial basis each five years, and is believed to be sufficient to meet such requirements.

It is planned that sometime during this year the plant for the manufacture of Insulin will be completely revamped and brought up to date. This will cost around \$30,000. With this in mind, your Committee therefore recommends that \$60,000 be transferred forthwith to the Bursar for investment for the account of Connaught Laboratories.

This report descriptive of the year's work is before you and will be available for study at the Bursar's Office during the interval between now and the next meeting of the Board, and I now give notice that at the next regular meeting of the Board, a motion will be proffered which, if carried, will approve, ratify and confirm the Annual Report of this Committee covering the fiscal period April 1, 1939, to March 31, 1940.

Signed on behalf of the Connaught  
Laboratories Committee  
Balmer Neilly,  
Chairman"

June 12th, 1940.

Report of  
Acting  
Director

"Balmer Neilly, Esq., B.A.Sc., M.E.,  
Chairman,  
Connaught Laboratories Committee.

Dear Mr. Neilly:-

As you appreciate it is difficult at the present time to attach particular significance to any operations and developments other than those of the current war in Europe. Obviously, however, there are problems arising out of and related to war which make it more important than ever that essential services such as those of the Connaught Laboratories be carried on without disruption. In these circumstances it seems appropriate that I make brief mention of a few things concerning the carrying on of the work of the Connaught Laboratories for the financial year ended March 31st, 1940.

1. In continuing to fulfil the prime purpose of the Connaught Laboratories, viz: research in the field of preventive medicine and related subjects, investigations along usual lines have been carried forward in all sections of the Laboratories, but the outstanding feature of our research program is that stress has been laid on researches which might yield results of particular value in helping to win the war. Of these researches, those which



have already been undertaken or for which arrangements have been made include:- solution of problems regarding large-scale production and supply of tetanus toxoid for active immunization (vaccination) against tetanus (lock-jaw); studies directed towards production of toxoids and serums for possible use in prevention and for treatment of gas gangrene; trials of methods for preparing a vaccine which might be effective in preventing typhus fever of the European type; and investigations of ways in which war wounds become infected and of means to avoid such infection. In addition, facilities of the Connaught Laboratories have been placed at the disposal of the Department of Physiological Hygiene in its studies of poison gases and its preparation of concentrated human serum for use in the treatment of surgical shock of the wounded.

2. As regards the other purpose of the Connaught Laboratories, viz: the preparation of certain essential biological products and the supply of these products in such fashion as to ensure their being of high quality and low price, the past year has been an exceedingly active period. Though changes in the list (now numbering 33) of products distributed by the Laboratories consisted of only a single minor addition during this year, the total volume of products which we were called upon to supply was distinctly greater than that of any preceding year. Contributing to this increase was the demand for Typhoid-Paratyphoid Vaccine, Vaccine Virus and Tetanus Toxoid required for immunizing members of the Canadian armed forces against enteric fevers, smallpox and tetanus. Not only to meet heavy demands for these and other products, but also to build up reserves for which there might be emergent need, the volume of production achieved during the year was on unusually high levels. Also deserving of mention in the matter of production is another achievement of the year, viz: the concluding of arrangements and the evolving of means whereby it will soon be possible that all antitoxins supplied by the Laboratories will have been prepared by improved processes yielding particularly highly concentrated and refined antitoxins having the advantage that serum reactions among those receiving these antitoxins are relatively non-severe and infrequent.

3. As to the financial side of operations, there were a number of problems which the Laboratories had to cope with during the past year and which still remain as difficulties. On the one hand, prices of raw materials and supplies have increased. On the other hand, particularly keen competition has arisen from price-cutting and other activities of commercial houses operating in the fields of distribution in which the Connaught Laboratories are interested. In addition we have had an inevitable burden of expense in ensuring our readiness to meet actual and prospective demands upon us arising out of the war, and have naturally felt that supplies required of us for use of our armed forces should be furnished at the lowest possible prices. In all these and related circumstances it is felt that the results shown in our financial statements for the year, although only moderately good, are reasonably satisfactory.

4. Among the fifteen who have left the services of the Connaught Laboratories on account of the war are three of the most senior members of our staff - Dr. N. E. McKinnon, Assistant Director in charge of our Farm Section, who is overseas as a lieutenant in charge of the laboratories of 15th General Hospital, R.C.A.M.C., Dr. M. H. Brown, Research and Clinical Associate, who is also overseas as the Major in charge of No. 2 Field Hygiene Section, R.C.A.M.C., and Dr. D. L. MacLean, Research Associate, who is a Major serving as the senior medical officer, hygiene, M.D. No.2. To make anything approaching complete replacement for the temporary loss of the services of these three senior members is, of course, impossible, but everything that can be done to carry on their work is cheerfully being shared by their colleagues.

We are greatly cheered by the fact that the founder and director of the Laboratories, Dr. FitzGerald, was recently able to leave hospital and return home. The acting director and all the members of the staff of the Laboratories are hopefully looking forward to Dr. FitzGerald's complete recovery at an early date so that he may soon be able to resume his direction of the work of the Labor-



Connaught  
Laborator-  
ies Annual  
Report  
(Cont'd)

atories. Meanwhile I wish here to record most sincere appreciation of the help given by everyone in the service of the Laboratories in carrying on this work.

Finally, for real understanding and co-operation of which the benefit has been given me and my fellow members of the staff of the Connaught Laboratories, I wish to thank not only you and the other members of the Connaught Laboratories Committee of the Board of Governors, but also the Board itself. In this respect I would like to note that it gave us a very great deal of pleasure to have been able, thanks to you, to entertain members of the Board on Thursday, 28th March, and we look forward with like pleasure to the prospect of entertaining the Board at the University Farm on Saturday, 22nd June.

Yours faithfully,

June 10th, 1940.

(Sgd) R. D. Defries,  
Acting Director."

Offer re  
Forest  
School  
Practice  
Camp Site

Regarding the proposed site for the University's Forest School Practice Camp, the Secretary stated that in reply to his letter to the Royal Bank of Canada offering on behalf of the Board the sum of \$2,000 for the right, title and interest of the firm of Mickle, Dymment & Son Limited in the land and timber in the Township of Sherborne near Dorset, the Bank stated that the Company considered they should receive \$5,000 for the area in question but after discussing the matter with Mr. Cain, Deputy Minister of Lands and Forests, it was decided to reduce the price to \$3,500, and that both the Company and the Bank did not think they should be asked to go lower than this figure. Unless the University cared to offer this amount they would consider the matter closed. The Board directed that negotiations in this matter be continued.

Bausch and  
Lomb Optic-  
al Company

There was presented a further letter from Mr. C. B. Nickerson, Secretary of Dalhousie University, expressing regret at the unfortunate misunderstanding created by the Senate of Dalhousie in passing a resolution, copy of which had been transmitted to several Canadian Universities, to cease trade with the firm of Bausch & Lomb Optical Company, Limited, on the assumption that they had a contract not to supply any optical instruments to the Allies for their war effort.

Letter of  
thanks from  
Royal Ontar-  
io Museum  
for coins  
from Mr.  
Rufus H.  
Kimball

A letter was read from the Secretary of the Royal Ontario Museum conveying to the Board the hearty thanks of the Museum Board for the collection of Greek coins which Mr. Rufus H. Kimball of San Francisco had presented to the University of Toronto, and stating that this interesting collection had been handed over to Dr. Currelly for the Classical Collection in the Museum of Archaeology.

Allen-  
McKellar  
Memorial  
Prize in  
French

In connection with the Allen-McKellar Memorial Prize in Old French, the Board approved of the President's suggestion, as conveyed in a letter from Professor W. J. McAndrew of University College, that approximately \$30 be the amount of this year's award.

Ontario  
Hotel  
Associa-  
tion  
proposed  
Scholar-  
ship

The following recommendations of the President, which were concurred in by the Senate, regarding the proposed Hotel Association of Ontario Scholarship, were approved:-

"To the Board of Governors:

The President of the University recommends to the Board that the University do not accept at the present time the offer of the Hotel Association of the Province of Ontario in the terms in which the Association has proposed to establish a scholarship tenable for two years in the University of Toronto and subsequently for two years in Cornell University.

Instead of the conditions of award proposed by the Association the President recommends that the scholarship be awarded by the Association in much the same way as scholarships tenable in the University of Toronto are now awarded by the Leonard Foundation - namely, that a Committee of the Association should select the candidate without reference to the University and make the award to him direct.

As in the case of the Leonard and other scholarships, the University will be glad to receive and disburse the amount of the scholarship annually, and to make such arrangements for the enrolment and the instruction of the candidate as may be possible under existing curricula and time-tables. The student will enrol as an Occasional student in the Faculty of Arts and will take such subjects as have been approved by Cornell University and are now provided by the University of Toronto. Cornell University has expressed its willingness to accept the student, on the completion of two years at this University, for admission to the Third Year of their four year course in Hotel Administration.

The Senate has concurred in the recommendations of the President as outlined above.

(Sgd) H. J. Cody  
President"

Confirma-  
tion of  
appoint-  
ments.

The additional list of appointments recommended by the President at the last meeting (vide folio 240) were confirmed.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Administration:

Bursar's Office:

Clerk in Secretarial Branch: Miss Jean Davidson, from  
1 July, 1940 (vice Miss M. H. Dandy, re-  
signed) \$800 per annum



Appoint-  
ments  
(Cont'd)

Sessional Appointments 1940-41

Faculty of Arts:

Chemistry:

Assistant: D. D. Stewart (vice L. T. Munn, resigned) \$650

Political Economy:

Special Lecturer: J. E. L. Graham, subject to release of  
Maurice Cody Scholarship (vice V.F.  
Coe on war service) \$1,800

Sociology:

Lecturer: S. D. Clark 2,000  
Instructor: E. C. Devereux 1,000

Faculty of Medicine:

Pathology & Bacteriology:

The appointment of S. Hanson as Demonstrator in Pathology  
(vide folio 235) was amended by making the remuneration 850

Physiology:

Animal Caretaker: S. McCracken 1,040  
Assistant Animal Caretaker: T. W. Kober 825  
Technical Assistant: J. C. Howard 322.16

School of Hygiene:

Physiological Hygiene:

Research Assistant: I. G. Goddard 500  
Miss A. Britton, 3 mos. from 1 July 70 per  
month

Research Associate: Miss J. H. Ridout 175 per month

Technical Assistant: Miss N. Thompson 876

Epidemiology & Biometrics:

Associate in Public Health Nursing: Miss E. Wheeler \$2,100 plus)  
travelling expenses)

Clinical Associate in Epidemiology: A. L. McKay 200

J. T. Phair 200

Demonstrator in Biometrics: A. H. Sellers 350

Faculty of Dentistry:

Clerk, Secretary's Office: Miss F. I. Fulton, from 1 Sept. to )  
30 June, (vice Miss M. D. Hill, resigned) )  
1,000 per ann.)

Infirmary Laundress: Miss M. E. Wallace, from 17 to 29 June, \$15 per  
week

Faculty of Household Science:

Assistant in Household Science: Miss R. V. Dexter 800

Department of University Extension & Publicity:

Course in Aerial Navigation:

Instructor in Special Work in Radio during Summer of 1940:

A. Pitt (payments of \$125 each on July 2 and Aug.1) 250

Summer Session, Pass Course for Teachers:

Instructor, First Year Psychology: E. S. W. Belyea (vice  
F. J. Tobin @ \$150, resigned) 125

Students' Administrative Council:

Secretary-Treasurer: E. A. Macdonald 3,900

Associate Secretary: Miss A. E. M. Parkes 900

Connaught Laboratories:

Fellow: D. S. Fleming 1,500

D. V. Currey 1,500

Special Research:

Banting:

Research Associate: A. C. Burton \$240 per month

J. E. Goodwin 2,800

J. A. Kitching 200 per month

Miss S. Gairns 180 " "

H. G. Armstrong 100 " "

Appoint-  
ments  
(Cont'd)

Special Research (Cont'd)  
Banting (Cont'd)

Research Assistant:	Miss J. Lang	\$125	per month
	C. Marchant	100	" "
	C. von Seeman	125	" "
	S. F. Macdonald	130	" "
	L. B. Macpherson	125	" "
	F. E. Chase	85	" "
	N. R. Stephenson	100	" "
	G. J. Millar	75	" "
	G. A. Meek	90	" "
	Miss M. M. Shaw	110	" "
	D. W. Loughheed	80	" "
	Miss F. Strelitz	165	" "
	F. Smith	100	" "
	C. Collins-Williams	70	" "
Research Fellow:	Miss E. Melrose	95	" "
	C. McArthur	125	" "
	C. G. McEachern	100	" "
	Miss D. Mundell, from 1 Sept. to 30 June		without salary
	D. W. Best	75	per month
	H. McAlpine	100	" "
Assistant:	Miss M. E. Wheatley	80	" "
	Miss H. M. Brock	70	" "
Technician:	G. Parkes	80	" "
	S. Smith	65	" "
	W. J. Watson	65	" "
	H. Douglas	105	" "
	J. E. Walker	100	" "
	Miss N. Davy	55	" "
	A. Arcari	65	" "
	D. Snow	70	" "
	H. Rudney	60	" "
	S. Stringer	70	" "
Animal Assistant:	G. Johnston	65	" "
Laboratory Attendant:	Mrs. A. Moffitt	60	" "
Secretarial Assistant:	Miss M. J. Millar	90	" "
<u>Chemical Engineering:</u>			
Research Assistant:	J. G. Breckenridge, 3 mos. from 1 July	150	" "

Waiving  
of By-Law  
re certain  
appoint-  
ments

Upon motion of Mr. Ross the Board approved, in view of this being the last meeting before the Summer vacation, of the waiving of By-Law No. 23, requiring notice of motion by the President, in order to permit of the following appointments, which were also made:-

Promotions - from 1 July, 1940

Associate Professor of Hygiene and Preventive Medicine:	
M. H. Brown	on war service
Miss F. H. Fraser	\$1,100 per annum

For 1940-41

Director of Course in Physical & Health Education:	
Dr. E. Stanley Ryerson	without salary



Appoint-  
ments in  
Institute  
of Child  
Study

The following appointments to the staff of the Institute of Child Study were also made, as recommended by the President, pending the presentation and approval of the Estimates of the Institute for 1940-41:-

For 1940-41

Director: W. E. Blatz	\$2,500
Secretary: Miss M. Poppleton	1,600
Principal: Miss M. Fletcher	1,300
Assistant Director: Miss D. Millichamp	1,500
Assistant Secretary: Miss J. Gillies	900
Research Worker: Miss H. Shepherd	1,000

Other recommendations from the President were approved as follows:-

Extension  
of sick  
leave to  
Miss M.  
Lavell

An extension of sick leave on salary to 30th September, 1940, to Miss Mona Lavell of the staff of the Registrar's Office, she to continue to supply a substitute as at present.

Amend-  
ments to  
Estimates

Additional appropriation:

<u>Italian and Spanish:</u>	
"Clerical Assistance"	\$20.80

Transfers in appropriations:

Registrar's Office:

From "Examinations: Presiding and Attendance"	
To "Remuneration for Examiners"	\$260

School of Nursing:

In this connection the Board authorized the Bursar to make whatever minor adjustments were necessary within the appropriations already provided for the School of Nursing in order to take care of certain accounts which were received by the Bursar from Miss Russell too late to enable him to consult her about them, and the following transfers were accordingly approved by the Board:-

From "Water"	\$12.87	
"Repairs & Renewals"	12.78	
"Telephones"	28.66	
	<u>54.31</u>	
To "Graduation Expenses"	-	\$54.31
From "Contingencies"		
To "Office Supplies"	-	53.60
From "Contingencies"		
To "Special Teaching"	-	60.00

Sir John  
McLennan  
Fund  
changed  
to McLennan  
Laboratory  
Research  
Fund

A change in the name of the "Sir John McLennan Fund" in the Department of Physics, as requested by Professor Burton, so that it will now read "McLennan Laboratory Research Fund", as the original bequest under the Will of the late Sir John McLennan has long since been expended and the fund is used as a repository for many miscellaneous research contributions.

Paragraph  
in Calendar re  
Diploma of  
Public  
Health  
Course

The following revision in the paragraph in the Calendar of the School of Hygiene relating to the payment of fees for the Diploma of Public Health Course:-

"The work required in the curriculum may be extended over a period of more than one academic year. The courses of instruction are arranged in four terms, examinations being conducted at the conclusion of each term. When the work is extended over a period of more than one academic year, the fee for the course is \$240. The fee for each term is \$60 payable at the commencement of each term. If only part of the work of each term is taken, \$120 is to be paid at the commencement of the first term and \$120 at the commencement of the first term of the second year."

Amendment  
in fee for  
Course in  
Aerial Navigation

An amendment in the fee for the Course in Aerial Navigation so that it is now fixed at the rate of \$5.00 per hour for individuals for instruction in connection with the Link Trainer instead of the charge of \$8.00 per hour formerly authorized by the Board.

Part of unexpended balance re  
Course in  
Aerial Navigation carried forward

That in view of the anticipated large enrolment in the Course in Aerial Navigation in the Fall, the sum of Five Thousand Dollars (\$5,000) of the unexpended balance remaining in this fund be carried forward to 1940-41.

The following donations were reported and were accepted with thanks and appreciation:-

Donation re  
S. R. Parsons  
scholarship  
and decision  
to discontinue  
it

From Mrs. E. A. Hethrington, a daughter of the late S. R. Parsons, a cheque for \$250 to cover the award for 1939-40 of the S. R. Parsons Scholarship in Commerce and Finance. In this connection the President stated that Mrs. Hethrington had informed him that no further payments would be made by her and in view of this decision it was agreed that the scholarship be discontinued.

Columbian  
Carbon Company  
Fellowship in  
Physics

From the Columbian Carbon Company of New York an offer to pay to the University the sum of \$4,000 for the establishment of a Fellowship in the Department of Physics, the purpose of this grant being to provide for the employment of a young graduate to carry out experiments with the electron microscope on the Company's products. At the request of Professor Burton the Board approved of this money, when received, being credited to the McLennan Laboratory Research Fund.

Offer from  
Department of  
National Defence re  
proposed course  
for Dental  
Technicians

From the Department of National Defence, Ottawa, an offer to undertake the expenses in connection with a course which the Department has proposed for the training of 60 enlisted men for a period of six months, commencing in August, for 5 hours each day, 5 days of the week, instruction to be given in the branches of Prosthetic Dentistry



Dental  
Technicians  
Course  
(Cont'd)

especially suited for services as Dental Technicians in the Canadian Dental Corps. It was estimated that this course would involve \$3,600 for salaries for the instructors and \$2,500 for overhead and incidental expenses. In accordance with the proposed arrangements the Board approved of Dean Mason's recommendation for the holding of this course in the Dental Building, and as it was estimated that the Superintendent's expenses covering cost of electrical energy, gas, water, caretaker's supplies and cleaning would be approximately \$300 per month, authority was also given for the allocation of this amount, when received, to the Superintendent's appropriations.

Other communications were presented and dealt with as follows:-

Statutes  
of  
Senate

From the Registrar transmitting for the approval of the Board Statutes of Senate Numbers -

- 1463 - Respecting the Curriculum in Aerial Navigation for the Session 1940-41
- 1477 - " the Calendar of the School of Nursing for the Session 1940-41
- 1479 - " the representation upon the Senate of the Ontario Association of Architects and the Association of Professional Engineers of the Province of Ontario
- 1483 - " the Curriculum for Matriculation for the Session 1940-41

which Statutes having been severally read were approved.

Gibson  
Pass Mat-  
riculation  
Scholar-  
ships

From the University Solicitor transmitting the consent, signed by the residuary beneficiaries of Sir John Gibson's Estate and by the Board of Education at Hamilton, regarding the proposed transfer of the Gibson Matriculation Scholarships from Pass to Honour Matriculation, together with a letter from the Registrar enclosing an outline of the revised conditions of award for these scholarships which had been approved by the Senate and by Mr. Colin W. G. Gibson. The Board approved of these conditions as follows:-

"The First Gibson Scholarship, the gift of the late Hon. Sir John M. Gibson, M.A., LL.D., of the value of \$120 with an allowance of the same amount on the tuition fee for one year, of a total value of \$240.

The Second Gibson Scholarship, of the value of \$100 with an allowance of the same amount on the tuition fee for one year, of a total value of \$200.

All candidates for these scholarships must have been bona fide students of the Hamilton Collegiate Institutes for at least the two years immediately preceding the award. The scholarships will be awarded to the candidates ranking first and second in the aggregate of the five subjects of Honour Matriculation prescribed for admission to the First Year of any honour course in the Faculty of Arts leading to the degree of Bachelor of Arts. These scholarships are tenable with any other scholarships awarded by the Senate."



Toronto  
Conser-  
vatory of  
Music By-  
Laws

From the Secretary-Treasurer of the Toronto Conserva-  
tory of Music advising that the Board of the Conservatory were now  
operating under their new By-Laws which had been passed in May last  
and which would have to be approved at their Annual Meeting next  
Autumn.

Univer-  
sity Press  
Estimates

From the Manager of the University Press transmitting  
the Estimates of the Press for 1940-41 to a total expenditure of  
\$238,070., which were approved by the Board.

Honorarium  
to Wm.  
Cranston,  
former em-  
ployee of  
the Press

Also from the Manager of the Press stating that the  
Printing and Publications Committee had recommended that a special  
sum of \$250 be paid to W. Cranston, a former employee of the Press  
who had been employed there for over 32 years and who retired last  
January due to illness, as an honorarium in recognition of his long  
and faithful services, to which the Board gave approval.

Transfer in  
funds of  
Royal Ont-  
ario Museum

From the Secretary of the Royal Ontario Museum trans-  
mitting a resolution of the Board of Trustees that the Bursar be re-  
quested to transfer the balance (\$3,061.79) remaining in "Suspense"  
account to the current year's account for "Maintenance", and the  
Board approved of this transfer being made.

Proposed  
agreement  
between E.  
R. Squibb &  
Sons, New  
York, and  
Faculty of  
Dentistry

From Dean Mason transmitting the following letters re-  
garding proposed arrangements between the Faculty of Dentistry and  
E. R. Squibb & Sons of New York:-

"Dr. Arnold D. Mason,  
Dean, Dental College, University of Toronto,  
Toronto, Canada.

Dear Sir:-

On October 22, 1937, Mr. F. W. Nitardy, our Vice-  
President, on our behalf, entered into an agreement with you  
and Dr. Harold K. Box, on behalf of the University of Toronto,  
which provided for co-operation between us in work upon a  
dental preparation - 'the Product', i.e., a preparation con-  
taining an enzyme and designed primarily to liquify the starch  
on the teeth - to embody the results of the dental research  
done by Dr. Box and by other members of the faculty of the  
Dental College of the University of Toronto. That agreement  
provided that if the superiority of such preparation could be  
established so that suitable articles proving its superiority  
could be published by Dr. Mason or Dr. Box in dental journals  
in Canada and in the United States and so that the University  
of Toronto could stand behind the claims for superiority,  
Squibb would be exclusively licensed to manufacture and sell  
it and would pay to the University of Toronto College of Den-  
tistry such royalty as would seem fair and reasonable to both  
parties.

Since October 1937 our mutual efforts have resulted  
in the production of a form of dentifrice or mouth wash incor-  
porating the results of the research carried on by Dr. Box and  
your associates and of our laboratories, and this product has  
been subjected to laboratory and clinical tests. Investigation  
has indicated that little or no patent protection can be ob-  
tained for this product.



Proposed  
agreement  
between E.  
R. Squibb &  
Sons and  
Faculty of  
Dentistry  
(Cont'd)

On Friday, April 12, 1940, Dr. John F. Anderson, our Vice-President, and Mr. James C. Lewis, our Secretary, visited you and Dr. Box and Dr. H. J. Cody, President of the University of Toronto. We hereby confirm the proposal made by Dr. Anderson and Mr. Lewis at that time, as follows:-

E. R. Squibb & Sons and the University of Toronto will continue as long as Squibb may deem necessary or advisable the clinical tests and reports upon the Product which they have developed mutually and which incorporates the dental research of Dr. Box and of the University of Toronto.

The University will endeavour to arrange for the publication in the Canadian Dental Journal, in the American Dental Journal and other publications of suitable articles prepared by Dr. Box or Dr. Mason reporting favorable results from the use of the Product, and E. R. Squibb & Sons with the assistance of the University will endeavor to obtain the publication of suitable articles prepared by independent investigators of the Product.

When, in the exclusive opinion of Squibb, sufficient clinical data have been assembled, Squibb shall decide whether it is necessary to file an application with the United States Secretary of Agriculture or otherwise to qualify the Product under the Federal Food, Drug, and Cosmetic Act before the sale of the Product in the United States of America or elsewhere. The methods employed by Squibb in the sale of the Product shall be within the sole discretion of Squibb, and it shall not be obligated to market the Product unless and until in its sole judgment such sale is proper and commercially and otherwise justifiable. Nothing in this proposal shall be construed to deprive Squibb of the right to market any other product having a similar function to the Product referred to in this proposal.

Should Squibb decide for any reason, at any time, not to market the Product any longer, it shall have the right to discontinue the sale of the Product upon notifying the University in writing of such discontinuance, which notice shall constitute a cancellation of all of the terms and conditions of this proposal.

The University of Toronto will authorize E. R. Squibb & Sons (but not others) to use on the label of the Product and in literature referring to it, the words: 'Developed in co-operation with the College of Dentistry of the University of Toronto' or some wording of similar purport to be specified by the University.

E. R. Squibb & Sons will pay to the University of Toronto a royalty of three per cent. (3%) of its and its Subsidiaries' net sales of the Product throughout the World, from the date of the acceptance of this proposal by the University of Toronto up to and including December 31, 1957, or during the period in which the University of Toronto continues to allow Squibb to use the reference to the University of Toronto above referred to, whichever of the two periods is shorter.

As used herein, the term 'net sales' means the actual invoice value in Canadian Dollars of all sales made by Squibb, including its sub-licensees, less all discounts, returns, allowances and credits, and all taxes, imposts or other charges directly made or levied upon the manufacture or sale of the Product in the United States of America or any political division or sub-division thereof, or by any other political unit, including foreign countries, exclusive of income, franchise and general property taxes.

Squibb shall keep complete and accurate records and accounts of its net sales of the Product and shall permit the University or its duly authorized representative to examine the same once a year during regular business hours at the expense of the University; provided, however, that any such examination shall be conducted in reasonable manner and at reasonable times during business hours.

Squibb shall on or before the last days of February, May, August and November of each calendar year render to the University a statement, signed by a corporate officer, showing the net sales of the Product by Squibb during the preceding three months ending on the last days of December, March, June and September, respectively, and showing the computation of royalties due and payable upon such net sales, and shall at the same time make payment to the University, in Canadian Dollars, of all royalties for the period covered by such statement.



Proposed  
agreement  
between E.  
R. Squibb &  
Sons and  
Faculty of  
Dentistry  
(Cont'd)

For the purpose of determining royalties, Squibb shall be considered to have sold the Product when it shall have rendered invoice therefor, or, in the event of payment being made before delivery, when delivery is made.

No royalties shall be paid with respect to samples of the Product or bonus distributions thereof which Squibb or its sub-licensees in its or their discretion may distribute free.

The University of Toronto will appoint a Dental Committee consisting of members of its faculty and Dr. Box which will continue to co-operate with E. R. Squibb & Sons during the term of the agreement, as herein proposed, in the development and improvement of the Product, and will assist E. R. Squibb & Sons in clinical research connected with the Product. Squibb and the Dental Committee will keep each other informed of all work bearing upon the Product being conducted by either of them.

No reference will be made by Squibb to the University of Toronto except the reference specifically authorized herein unless and until Squibb shall first have received the specific written approval of the Dental Committee of the University of Toronto.

We understand that you will present this proposal to the President of the University and that we will be advised officially of the action taken by the proper authorities of the University with reference thereto. If it is accepted by the University, this letter will constitute an agreement between us, binding upon both E. R. Squibb & Sons and the University of Toronto - and superseding all previous agreements and understandings, oral or written upon the filling in of your signature or of the signature of the Secretary of the University, whichever is authorized to sign on behalf of the Board of Governors, in the space provided below and returning a copy to us for our files.

Very truly yours,

E. R. SQUIBB & SONS

By (Sgd) James C. Lewis  
Secretary"

April 26th, 1940.

Upon motion of Mr. Osler,  
Seconded by Chief Justice Rose,  
It was Resolved,

That this matter be referred to a  
Special Committee consisting of -

Mr. Balmer Neilly, Chairman  
Hon. G. Howard Ferguson  
Mr. George H. Ross  
Dr. H. B. Anderson

to enquire into the proposals submitted and report to the Board in connection with the same, the University Solicitor to be consulted if thought desirable.

Occupation  
of No. 198  
College St.  
by Royal  
Canadian  
Institute

From the Royal Canadian Institute stating that in connection with the occupancy of No. 198 College Street it was their understanding that the delay of the University in complying with the Institute's formal application for a renewal of the lease was to be without prejudice to the rights either of the University or of the Royal Canadian Institute, and that it was upon this understanding that the matter remains in abeyance.

Applica-  
tion for  
use of  
"Holwood"  
by Mother-  
craft  
Society

From Mrs. Irving Robertson, President of the Canadian Mothercraft Society, applying on behalf of the Society for the use of "Holwood" in looking after mothers, babies and small children. The Secretary was directed to inform Mrs. Robertson that it was understood that they had already been taken care of.



Payment by University of contributions to Employees' Pension Fund for H. Hughes, R.O.M., and decision re future cases

From the Superintendent stating that Hugh Hughes, a guard at the Royal Ontario Museum, enlisted on June 5th, 1940, as a Sapper in the Royal Canadian Engineers, and he assumed that although Hughes would not become eligible to contribute to the Pension Fund until October 1st, 1940, the University would pay the amount of his contributions to the fund as from that date. The Board approved of these arrangements in Hughes' case, but decided that in connection with the general principle to be followed in cases where a man enlists before his contributions to the Pension Fund would normally begin, each case must be dealt with individually.

Enlistments for period 1 April to 30 June/40 and leaves of absence for duration of war

The Bursar submitted a further list, covering the period 1 April to 30 June, 1940, of members of the staff who had been granted leave of absence for the duration of the war as follows:-

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Date of Leave</u>	<u>Rank</u>
<b>MEDICINE:</b>				
E. H. Botterell	Lecturer Fellow	Physiology Surgery	1 April/40	Lieutenant, No. 1 Neurological Hospital
H. W. D. McCart	Junior Demonstrator	Oto-Laryngology	Dec., 1939	Capt., No. 15 General Hosp.
D. M. Tanner	Special Lecturer in Dentistry		2 May, /40	Lieut., Canadian Dental Corps C.A.S.F.
<b>DENTISTRY:</b>				
D. M. Tanner	Associate	(see above)		
<b>BANTING MEDICAL RESEARCH:</b>				
W. J. Watson	Technician		June/40	Private, Queen's Own Regiment
<b>ROYAL ONTARIO MUSEUM:</b>				
H. Hughes	Guard		5 June/40	Petty Officer, Royal Canadian Engineers
<b>CENTRAL POWER PLANT:</b>				
A. E. McHugh	Assistant Engineer		10 June/40	Petty Officer, Royal Canadian Navy

Undertakings from members of staff re maintenance of guest children from England

The Bursar also reported that to date applications had been received from the following 23 members of the staff for letters to the Department of Immigration stating what their positions on the staff were and the salary attached thereto, in order to establish their financial ability to care for children from England as guests for the duration of the war:-

Undertak- ings from members of staff re mainten- ance of guest chil- dren from England (Cont'd)	<u>Name</u>	<u>Title</u>	<u>Department</u>
	G. H. Duff	Associate Professor	Biology
	F. H. Underhill	Professor	History
	C. N. Cochrane	"	Ancient History
	H. B. Sifton	Associate Professor	Biology
	D. L. Bailey	"	"
	J. R. Gilley	Comptroller	Hart House
	J. L. Synge	Professor	Applied Mathem- atics
	J. W. MacArthur	Associate Professor	Biology
	W. J. Webber	"	Mathematics
	T. M. C. Taylor	Assistant Professor	Botany
	J. H. Johnson	Associate Professor	Dentistry
	G. B. Langford	Professor	Geology
	F. E. Beamish	Associate Professor	Chemistry
	H. R. MacCallum	"	Philosophy
	D. J. McDougall	Assistant Professor	History
	R. Flenley	Professor	History
	B. Wilkinson	Professor	History
	H. S. M. Coxeter	Assistant Professor	Mathematics
	Miss Julia Jarvis	Assistant	Library
	V. E. Henderson	Professor	Pharmacology
	Chester Martin	"	History
	A. S. P. Woodhouse	"	English
	P. A. Petrie	Instructor	University Schools

Authority to  
Bursar to  
carry out  
regulations  
re National  
Defence Tax

In connection with the imposition of the new National Defence Tax, the Bursar requested authority to carry out the Government's regulations covering the same, including the deductions from salaries, pensions, etc., and he was thereupon instructed by the Board to do so.

Finance Com-  
mittee Report

Report No. 137 of the Finance Committee was read and approved as follows:-

The Finance Committee begs to report to the Board of Governors:-

Bequest of  
late Mr. G.  
S. MacDonald  
to Students'  
Administra-  
tive Council

1. In connection with the bequest of the late Mr. G. S. MacDonald, a former student of the University of Toronto who died in Florida and who left an Estate, the present value of which is approximately \$23,000, to the Students' Administrative Council, after providing for the net annual income to a friend in Montreal during his lifetime, your Committee has discussed this matter with Mr. E. A. Macdonald, Secretary-Treasurer of the Students' Administrative Council, and recommends that the University Solicitor be instructed to take the necessary steps for the acceptance of the same by the S.A.C., and for the release of the bequest by the Council to the Governors of the University; the details in connection with the use of the fund when received to be considered at a later date. Your Committee further recommends that approval be given to the suggestion of Mr. Arthur L. Anderson, Solicitor for the Estate in Florida, that a small piece of property there of approximately 40 acres belonging to the Estate and previously valued at \$500 be sold.

In all future cases of this kind your Committee recommends that the moneys be turned over to the Board and that all payments therefrom be authorized by the Board of Governors.



Over-  
lapping of  
salary and  
pension  
payments

2. Your Committee has considered the question of the overlapping of salary and pension payments referred to it by the Board, and begs to recommend as follows:-

(a) That a contributor upon retiring shall receive the first instalment of his pension as from the termination of the period for which his salary has been paid.

(b) That payment of a pension to the widow or child of a contributor shall be made from the date of the death of such contributor in accordance with the regulations.

Banting  
Research  
Foundation  
Reserve  
Fund

3. Regarding the investment and disposition of the interest earned by the Reserve Fund of the Banting Research Foundation, your Committee recommends the approval of the resolution transmitted by the Trustees of the Foundation as follows:-

WHEREAS the Trustees did, at a meeting held on the 27th day of April, 1934, pass a resolution authorizing the Board of Governors of the University of Toronto to set aside or retain yearly a sum of \$3,000 from the income of the Banting Research Foundation as a Reserve Fund to protect the capital of the Foundation.

AND WHEREAS the Board of Governors of the University of Toronto, acting upon the authority of the aforementioned resolution, did open an interest bearing account to the credit of which was placed the yearly sum of \$3,000 aforementioned.

AND WHEREAS the aforementioned resolution contained no provision as to the disposition of the interest earned by the said Reserve Fund, such interest, amounting to the sum of \$1,593.85, as of the 30th day of September, 1939, was added to the said Reserve Fund.

AND WHEREAS the Trustees now desire to ratify and confirm the addition of interest to the Reserve Fund as aforementioned.

AND WHEREAS the Trustees further desire that any interest earned subsequent to the 30th day of September, 1940, by moneys standing at the credit of the said Reserve Fund shall be added to and form part of the annual income of the Foundation.

THEREFORE on motion moved by H. K. Detweiler  
and seconded by W. E. Gallie

IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the action of the Board of Governors of the University of Toronto in adding the interest earned by the moneys standing at the credit of the said Reserve Fund up to the 30th day of September, 1940, to the said Reserve Fund be and it is hereby ratified and confirmed.
2. That all interest earned subsequent to the 30th day of September, 1940, by moneys from time to time standing at the credit of the said Reserve Fund shall be added to and included each year with the regular income of the Foundation.
3. That the said resolution passed on the 27th day of April, 1934, as hereby modified, be and the same is hereby ratified and confirmed.
4. That the Secretary be instructed to transmit this resolution to the Board of Governors with the suggestion that the money now accumulated in the Reserve Fund should be invested and that the interest earned after the 30th day of September, 1940, should be turned over to the Trustees for expenditure, as set forth in the resolution above.

Rates of  
interest on  
various  
funds for  
1939-40

4. The question of the rate of interest to be allowed on the following funds was again considered and your Committee recommends that the same rate as last year of 4% be allowed for the current year 1939-40:-

Insulin Committee Surplus  
Connaught Laboratories Research Fund  
Medical Research - Banting  
Medical Research - Best  
Eaton Endowment  
Banting Research Foundation

Your Committee further recommends that the present interest rate of 2% being allowed on sundry uninvested balances be continued.

Investment  
of funds

5. Your Committee has considered the question of the investment of approximately \$163,000., and after going over the offerings of various bond houses begs to recommend the purchase of the following securities, the completion of the arrangements to be left with the Chairman of the Finance Committee, the Acting Chairman of the Finance Committee, and the Bursar:-

\$50,000	Dominion of Canada	3½% War Loan Bonds,	due 1 February, 1948-52, @ 99.75
			to yield approx. 3.30%
50,000	Province of Ontario	3% Bonds,	due 1 December, 1951, @ 95.75
			to yield approx. 3.45%
25,000	Province of Ontario	3½% Bonds,	due 1 December, 1951, @ 100.50
			to yield approx. 3.45%
10,000	Province of Ontario	3% Bonds,	due 1 November, 1950, @ 96.50
			to yield approx. 3.40%
25,000	Province of Ontario	Guaranteed Hydro-Electric	
		Power Commission 3½% Bonds,	due 1 April, 1947, @ 100.50
			to yield approx. 3.42%

\$160,000

Report on  
Trust  
Funds

6. In connection with the report to be prepared by the Subcommittee of the Finance Committee regarding Trust Funds, your Committee begs to report that it still has this matter under consideration.

All of which is respectfully submitted.

June 24th, 1940.

(Sgd) Geo. H. Ross  
Acting Chairman

Property  
Committee  
Report

Report No. 216 of the Property Committee was read and approved as follows:-

The Property Committee begs to report to the Board of Governors:-

Coal  
tenders  
for 1940-41

1. Your Committee has considered the tenders received for the supply of coal required by the University for the year 1940-41 and the Superintendent's report thereon. Your Committee concurs in the Superintendent's recommendations that the following tenders for approximate quantities and varieties of coal be accepted:-

(A) BITUMINOUS SLACK

Firm	Amount	Kind of Coal	Price per ton delivered Canadian Funds, plus new taxes
Canada Coal Company	5,500 tons	Robinson Run Nut and Mead Pocahontas, mixed	\$5.73

This is the lowest price coal that the Superintendent feels can be burned in our plant. Due to the fact that it is a mixture of coals and therefore more difficult to control, he does not recommend a contract for the full amount, and states that it is perhaps not quite as satisfactory a coal as Lucerne for lighter loads.



Coal  
tenders  
for  
1940-41  
Cont'd

Firm	Amount	Kind of Coal	Price per ton delivered Canadian Funds, plus new taxes	
(A) <u>BITUMINOUS SLACK</u> (Cont'd)				
Great Lakes Coal Co.	9,000	Lucerne	\$5.86	
The Superintendent has used considerable amounts of this coal from various dealers in the past and knows that it will operate satisfactorily and efficiently in our plant. This firm submits the lowest quotation on this coal according to specifications.				
(B) <u>BITUMINOUS COAL FOR SMALL STOKERS</u>				
Elias Rogers Co. Ltd.	400	Terminal #9	\$5.30	
This is the lowest tender submitted according to specifications for this type of coal.				
(C) <u>BITUMINOUS RUN OF MINE</u>				
Millar Coal Co.	1,700	Arcadian	\$5.95	
(D) <u>ANTHRACITE AND CANNEL COAL</u>				
Halliday Bros. Ltd.	200	Grate	Loose \$11.50	Bagged --
Halliday Bros. Ltd.	850	Buckwheat	8.90	\$ 9.30
Elias Rogers Co. Ltd.	20	Cannel	--	12.25
These are the lowest tenders submitted according to specifications for these types of coal.				
Halliday Bros. Ltd.	25	Egg Coal	--	11.90
Halliday Bros. Ltd.	10	Stove Coal	--	11.90
Halliday Bros. Ltd.	110	Nut Coal	--	11.90
While there is another price the same, as the quantities are so small it is recommended that the order be placed with the successful tenderer for the other hard coal sizes.				
(F) <u>ANTHRACITE COAL</u> (DAVID DUNLAP OBSERVATORY)				
Elias Rogers Co. Ltd.	60	Buckwheat	\$9.15	\$ 9.65
This is the lowest tender submitted for this type of coal.				
In some cases, depending on the weather, these tonnages, particularly for the Central Plant, may have to be varied slightly. Any additional tonnage will be purchased either when the market is most favourable or from some other sources, to enable the Superintendent to test different coals.				
The prices quoted are in Canadian Funds and include all charges except any increase in price due to taxes imposed by the Dominion Government budget of June 24th, 1940. It is impossible at the moment to say what the additional cost of the various grades will be. While the Superintendent had anticipated some increase in the cost of fuel when his Estimates were being prepared he did not provide for the large increase which has taken place. It does seem likely, however, that with the already known increase in price, plus the additional tax, his appropriations already approved for 1940-41 will be inadequate.				

Resignation  
of Miss R.  
E. Cannon,  
Superintend-  
ent's office,  
and use of  
unused salary

2. Miss Ruth E. Cannon, a clerk in the Superintendent's Office since 1935, expects to get married, and has tendered her resignation, to take effect September 7th next. Your Committee concurs in the Superintendent's recommendation that this resignation be accepted and that the unexpended portion of the salary appropriation for this position be made available for temporary assistance for the balance of the year 1940-41.

Addition to  
Hygiene  
Building

3. Your Committee has considered a report from the Superintendent in connection with the addition of a basement-like alcohol room to the Hygiene Building at an estimated cost of \$3,000 to \$3,500. The Superintendent agrees with the Connaught Laboratories as to the necessity of this extension and the Laboratories will undertake to provide for the expenditure necessary for its construction. Your Committee recommends that the Superintendent be given authority to proceed with the detailed drawings and the calling of tenders for this work, as it is desirable to have it completed at as early a date as possible.

Leases to  
Victoria  
College

4. Your Committee has considered the request of Victoria College to have all its leases covering various University properties consolidated and included in the original lease of land on which the main buildings are situated, at the same rental of \$1.00 per year and under the same conditions. Your Committee recommends that this request be not granted and that Victoria College be advised that the Governors will renew the former lease of Lot 67, Queen's Park (Emmanuel College site) for a further period of twenty-one years from 1st January, 1938, at an annual rental of \$1,100 as heretofore.

Disposition  
of ashes of  
the late Dr.  
FitzGerald

5. In connection with the disposition of the "ashes" of the late Dr. J. G. FitzGerald, your Committee recommends that the general policy of the Board of Governors be adhered to, and that no permission be granted whereby the final resting place of the ashes may be permanently incorporated into the structure of any building, or interred in any land belonging to or under the control of this University, and that, subject to such restrictions, this matter be left to the Connaught Laboratories Committee for such action as they may deem proper under the circumstances.

Offer of  
sale of  
"Trinity  
House"

6. The property at the south-west corner of St. George and Harbord Streets, known as "Trinity House" and now used as a men's residence by Trinity College, has been offered for sale at a price of approximately \$75,000. Your Committee does not feel that the University should acquire this property at the present time and so recommends to the Board.

Accommoda-  
tion for  
certain  
refugees

7. In connection with the accommodation at the University of certain refugees, requested by the Provincial Government, your Committee recommends that, in view of the fact that there will be no Board meetings during the Summer months, the President, the Chairman of the Property Committee, and the Superintendent be appointed to take whatever action is necessary to facilitate this matter.

All of which is respectfully submitted.

June 26th, 1940.

(Sgd) John J. Gibson  
Chairman.



Re-imburse-  
ment to  
Museum for  
salaries  
of Prof.  
Currelly  
and Bishop  
White

The Bursar again brought up the letter of October 30, 1939, from Dr. J. B. O'Brian, Chairman of the Board of Trustees of the Royal Ontario Museum, in connection with the cut in the Government grant and the reference to the University crediting back to the Museum the \$3,000 contributed this year by the Museum as part of the salaries of Dr. Currelly and Bishop White. The Board at that time deferred settlement of the matter until June, 1940, when it was felt a more accurate knowledge of the financial situation would be available. After again considering it, it was moved by Mr. Ross, seconded by Chief Justice Rose, that the Chairman of the Board and the Bursar be authorized to make any necessary arrangements in this connection.

Current  
Expendi-  
ture

The Bursar also submitted his Estimate, under By-Law No. 20, of the amounts required to defray Current Expenditure for the month of July, and for the month of August and the first part of the month of September. Ordered that Accountable Warrants for One Hundred and Seventy-five Thousand Dollars (\$175,000) and Two Hundred and Fifty Thousand Dollars (\$250,000) respectively, be issued to the Bursar.

Authority  
for the  
President  
and Bursar  
to deal  
with ur-  
gent mat-  
ters dur-  
ing Summer

The President having informed the Board that he might find it necessary to recommend a few additional appointments and deal with urgent matters during the Summer months,

It was moved by Mr. Ross,  
Seconded by Hon. Dr. Ferguson,  
And Resolved,

That in view of the possible absence from the City of the Chairman and the Vice-Chairman, the President consult with any other members of the Board in this connection, and that the Bursar be and is hereby authorized to act upon such recommendations of the President, which are to be reported to the Board at its first meeting in September for confirmation.

Appointment  
of Dr. Gibson  
as Acting  
Chairman

It was moved by Hon. Dr. Ferguson,  
Seconded by Mr. Neilly,  
And Resolved,

That Dr. J. J. Gibson be appointed Acting Chairman of the Board for the Summer months during the absence of the Chairman and the Vice-Chairman.

Authority  
for adjust-  
ments in  
Connaught  
Laborator-  
ies

It was moved by Mr. Burns,  
Seconded by Mr. Osler,  
And Resolved,

That authority be given for the President and Mr. Neilly to make any necessary temporary re-adjustments in connection with the administration of the Connaught Laboratories during the Summer months.

The meeting adjourned at 6:10 p.m. to September 12th or the earlier call of the Chair.

Minutes confirmed

*Indefed  
M.B.*  
Sep 13<sup>th</sup> 1940

*James Macdonald*  
Chairman





Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, September 12th, 1940, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	Mr. McCarthy
The Chancellor	Mr. McCulloch
The President	Mr. LaBine
Dr. Gibson	Mr. Morrow
Chief Justice Rose	Mr. Osler
Hon. Dr. Ferguson	Mr. Bryce
Mr. Neilly	Dr. Anderson
Hon. Dr. Bruce	Hon. Dr. Kelly
	Mr. Ross

The Bursar was present as Secretary.

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Dr. Russell  
Mr. Burns  
Mr. Rogers

Order-in-Council  
re-appointing certain members of the Board

There was read an Order-in-Council dated 31st July, 1940, re-appointing the following members of the Board of Governors for a further term of six years dating from June 30th, 1940:-

The Hon. Vincent Massey, M.A., LL.D.  
The Rev. Donald Bruce Macdonald, M.A., LL.D.  
Balmer Neilly, Esq., M.E.  
Thomas Alexander Russell, Esq., B.A., LL.D.  
Harry Bertram Anderson, Esq., M.D., C.M.  
F. Gordon Osler, Esq.

Appointment of Gilbert A. LaBine as a member of the Board

and further, appointing Gilbert A. LaBine, Esq., a member of the Board to fill the vacancy caused by the death of Thomas Edward McDonnell, Esq., for the remainder of the term for which he was appointed, namely, until June 20th, 1944.

The Chairman cordially welcomed Mr. LaBine and expressed the hope that he would become a very active member of the Board.

The minutes of the last meeting were read and confirmed.

Resolu-  
tion of  
sympathy  
upon the  
death of  
Hon. Dr.  
L. J.  
Simpson

In connection with the death of Dr. L. J. Simpson,  
late Minister of Education in the Ontario Government,

It was moved by Hon. Dr. Bruce,  
Seconded by Hon. Dr. Ferguson,  
And Resolved -

That the Board of Governors record its regret at the sudden death of the Honourable Leonard J. Simpson, Minister of Education in this province since 1934, and express its deep sympathy with his widow and family. Dr. Simpson as a graduate of this University in the Faculty of Medicine took a constant and understanding interest in the affairs of his Alma Mater. The relations of the University to the Department of Education were of the most cordial character. As a medical practitioner in his native county of Simcoe he won the confidence of his patients; as a man in public life he was esteemed for his honesty and force of character; and as a Minister of Education he sought to keep the educational system of the Province in close touch with the changing needs of the day.

Resolu-  
tion of  
sympathy  
upon the  
death of  
Professor  
W. Lash  
Miller

The following resolution was also passed upon the death of Professor W. Lash Miller, Emeritus Professor of Physical Chemistry:-

It was moved by Chief Justice Rose,  
Seconded by Dr. Gibson,  
And Resolved -

That the Board of Governors place on record its appreciation of the great service rendered to the Science of Chemistry, and especially to chemical teaching and research in this University, by the late Professor William Lash Miller. For nearly fifty years he was on the staff of this University; and was an outstanding figure both in its councils, in its teaching force, in the stimulation of research, in new contributions to knowledge, and in the application of science to industry. His scientific eminence was recognized in many ways and particularly by his election as President of the Royal Society of Canada in 1935. His magnificent chemical library he presented to the University on his retirement from active duties. In him the University has lost a loyal son and a dynamic personality.

The Board offers its heartfelt sympathy to his widow and daughters.

Arising out of the minutes the following communications were presented:-

Letter  
from Mrs.  
J. G.  
FitzGer-  
ald

From Mrs. FitzGerald, widow of the late Professor J. G. FitzGerald, stating that she and her family had read with deep interest and gratitude the resolution passed by the Board upon the death of Dr. FitzGerald.

Cancell-  
ation of  
Ontario  
Hotel  
Associa-  
tion  
Scholar-  
ship

From Mr. H. A. MacLennan, Chairman of the Scholarship Committee of the Hotel Association of the Province of Ontario, acknowledging receipt of the conditions of their proposed scholarship as approved by the Board, and enclosing a copy of the following resolution adopted by their Executive Committee on July 9th, 1940:-



Ontario  
Hotel  
Associa-  
tion  
Scholar-  
ship

Whereas conditions now existing in Canada, the United States and Europe are considerably different than those which existed when the Scholarship was suggested as being provided by the Ontario Hotel Association,

And whereas the type of student which we would require to receive this scholarship will probably be engaged in other more important occupation at the present time,

And whereas the Ontario Hotel Association will require its full resources for the purpose of assisting in the care of evacuee children,

And whereas the Dominion Government is taking steps to prevent the exodus of Canadian funds from the country, wherever possible,

And whereas it is now very late in the year for the selection of the student to receive the scholarship -

Be it resolved that this scholarship be withdrawn for a period of at least one year and possibly until the end of hostilities which are now engaging the British Empire.

Ground  
leases  
to  
Victoria  
College

From Dr. Brown, Acting Chancellor of Victoria College, acknowledging the Secretary's letter advising them that the University could not accede to their request to have all their leases consolidated into one at an annual rental of \$1.00, and stating that while their Property Committee was surprised at the action taken, especially as to Emmanuel College lot, this matter would be taken up again upon Dr. Brown's return to the City. In this connection there was also presented a letter from the Bursar of Victoria enclosing a cheque for \$2,828.50 in payment of ground rents due July 1st, 1940, with the exception of the rent of Emmanuel College lot, which was being withheld pending settlement of the renewal of the lease.

Provi-  
sion by  
the Museum  
towards  
salaries  
of Prof.  
Currelly  
and Bishop  
White

From the Secretary of the Royal Ontario Museum stating that owing to savings effected in several of their appropriations and to the transfer of \$3,061.79 from "Suspense" to "Ordinary" account authorized by the University Board, it would not be necessary to ask for a refund of any part of the \$3,000 which the Museum provided last year towards the salaries of Dr. Currelly and Bishop White. The Board were very pleased to be informed of this.

Forest  
School  
Practice  
Camp

From Mr. Morrow stating that in connection with negotiations for the proposed site for the Forest School Practice Camp he thought it would be advisable, owing to the unsettled conditions of the present time, not to do anything until the Fall when the matter could be taken up with the proper authorities.

Use of  
No. 86  
Queen's  
Park for  
war work

From the Superintendent of Buildings advising that with the consent of the President and Dr. Gibson the use of No. 86 Queen's Park had been granted to the University of Toronto Committee for British Overseas Children, on the understanding that they would be prepared to vacate on a month's notice and to assume all maintenance charges in connection with the same.

Also arising out of the minutes the Bursar reported the purchase on June 28th of the following securities authorized by the Board:-

\$50,000	Dominion of Canada $3\frac{1}{4}\%$ Bonds, due 1 February, 1948/52 @ 99.75 to yield approx. 3.30% (R.A.Daly & Co.)
50,000	Province of Ontario 3% Bonds, due 1 December, 1951 @ 95.75 to yield approx. 3.45% (Bell, Gouinlock)
25,000	Province of Ontario $3\frac{1}{2}\%$ Bonds, due 1 December, 1949/51 @ 100.50 to yield approx. 3.45% (McLeod, Young)
10,000	Province of Ontario 3% Bonds, due 1 November, 1950 @ 96.50 to yield approx. 3.40% (Seagram, Harris)
25,000	Hydro-Electric Power Commission (Gtd. by the Province of Ontario) $3\frac{1}{2}\%$ Bonds, due 1 April, 1947 @ 100.50 to yield approx. 3.42% (R.A.Daly & Co.)

\$160,000

Loss sus-  
tained by  
R.A.Daly  
& Company

The firm of R. A. Daly & Company were unable at the time to secure the \$25,000 of Hydro-Electric Power Commission Bonds as set out above and these bonds were not delivered until September 11th. In this connection Mr. Walwyn, Director of the firm, stated that as they had procured them at a considerable loss it would be appreciated if an allowance could be made for the loss of interest experienced due to the transaction being dated back in June. The Board felt, however, that the University had no responsibility for the loss sustained by the firm and therefore were not prepared to make any allowance as requested.

Appoint-  
ments made  
during the  
Summer

The following appointments, recommended by the President and dealt with during the Summer under authority granted by the Board at the last meeting, were confirmed at the amounts indicated:

From 1 July, 1940

Faculty of Medicine:

Bio-Chemistry:

M. Edson	- Technical Assistant	\$1,000 per ann
Mrs. Lucy Lumbard	- Laboratory Assistant from 1 August (vice G. Lumbard, resigned)	1,050 " "

Paediatrics:

T. G. H. Drake	- Associate	2,000 " "
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Faculty of Applied Science:

Mining Engineering:

Miss J. Bradshaw	- Office Assistant & Librarian	1,100 " "
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Sessional Appointments 1940-41

Administration:

Library:

Miss J. Arnold	- Assistant from 9 Sept., 1940 to 30 June, 1941 (vice Miss H. Troop, resigned)	\$1,200 per ann.
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Appoint-  
ments made  
during the  
Summer  
(Cont'd)

Sessional Appointments (Cont'd)

Faculty of Arts:

Physics:

Fellows in Geophysics, 10 mos. from 1 July:

R. F. Errington

\$125 per month

S. Levine

125 " "

Research Associates in Geophysics:

L. T. Newman

\$2,000

N. B. Keevil, 10 mos. from 1 July

300 per month

Research Assistants:

J. H. L. Watson

80 " "

W. A. Ladd

42 " "

Chemistry:

Assistants:

E. D. Maher

) vice M. H. Thomas, W. J. Rogers

\$ 650

R. E. Rennie

) and J. P. Draper, resigned

650

W. G. Wallace

650

J. H. Robertson

) vice E. Y. Spencer, resigned

325

D. S. Russell

325

History:

C. G. Coulton

- Special Lecturer (vice W. L. Morton, resigned)

\$1,000

Fine Art:

C. F. Comfort

- Assistant Professor (cancelling previous appointment as Lecturer (vide folio 240)

without salary

Political Economy:

J. G. Perold

- Instructor

\$1,500

Faculty of Medicine:

Anatomy:

Gracent Eidt

- Fellow in Histology, 1 Sept., 1940 to 30 June, 1941

\$110 per month

A. Coopman

- Third Laboratory Assistant, 3 mos. from 1 July

850 " annum

Hygiene & Preventive Medicine:

R. J. Wilson

- Fellow

\$1,000

Dr. Laurella McClelland - Class Assistant (vice Miss E. Parr, resigned)

744

Surgery:

B. F. Hazelwood

- Assistant Resident Fellow, 6 mos. from 1 July (vice F. P. Dewar, resigned)

150

Faculty of Applied Science:

Mechanical Engineering:

F. G. Ewens

- Instructor

\$1,500

Civil Engineering: Municipal & Structural:

W. Kubbinga

- Mechanician

1,400

Civil Engineering: Surveying & Geodesy:

J. E. Minto

- Caretaker, Summer Survey Camp

240

Chemical Engineering:

T. Storton

- Laboratory Attendant

1,050

School of Architecture:

Special Lecturers:

Peter Brieger

300

W. S. Wilson, Architectural Economics

250

Miss E. W. Dyer

- Office Assistant

525

Photographic Service:

F. Stark

- Second Assistant Photographer

1,000

F. Sayer

- Studio Assistant

800

Special Lectures:

Special Lecturers:

R. E. Laidlaw

- Engineering Law (one term)

300

W. J. T. Wright

- Technical English

300

Faculty of Dentistry:

Miss J. Miller

- Dental Nurse in the Infirmary (vice Miss G. Kyle, resigned)

900

Appoint-  
ments made  
during  
Summer  
(Cont'd)

Faculty of Household Science:

Department of Household Science:

Miss E. Lovell	- Research Assistant (cancelling previous appointment as Assistant, vide folio 224, and vice Miss J. Young, resigned)	\$1,000
Miss K. Magladery	- Assistant (vice Miss E. Lovell)	00

Department of University Extension & Publicity:

Summer Session:

The following amendments were made:

Remuneration indicated for V. W. Bladen (vide folio 225) reduced from \$420 to	\$320
L. Skeoch - Assistant to Professor Bladen	10
Remuneration indicated for L. A. Mackay increased from \$200 to	42

Connaught Laboratories:

Omer Leclerc	- Fellow	\$1,500
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Special Research:

Biology:

Research Assistant:		
S. Vickers	- July and August (vice A. Welsh, resigned)	7

Banting:

J. M. R. Beveridge	- Research Assistant, 1 July to 30 June	\$125 per month
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Best:

Dr. Jeanne M. Fisher	- Temporary Research Assistant, Physiology, 1 July to 15 Sept.	\$133 " "
Miss K. M. Doak	- Temporary Secretarial Assistant from 1 August	\$15 per week
Mrs. Elizabeth W. Rutherford	- Research Assistant in Physiological Hygiene, 1 July to 1 Sept.	\$100 per month

Chemical Engineering:

M. Adelman	- Research Assistant, 15 July to 15 Sept.	\$125 per month
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Other  
appoint-  
ments

Other appointments recommended by the President were made as follows and the remuneration fixed at the amounts set opposite the respective names:-

Faculty of Medicine:

Pathology & Bacteriology:

K. Hauden	- Junior Attendant from 1 September, 1940	\$50 per month
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Sessional Appointments 1940-41

Faculty of Arts:

Physics:

C. M. Mitchell	- Research Assistant, 10 mos. from 1 September	66 " "
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Political Economy:

Miss J. McKee	- Secretarial Assistant, 10 mos.	\$1,000
Miss G. L. Turnbull	- do. 9 "	8 per month

Faculty of Applied Science:

Civil Engineering: Surveying & Geodesy:

H. V. Steer	- Mechanician	42
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Applied Physics:

H. V. Steer	- do.	50
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Special Research:

Banting:

J. B. Bateman	) Research Assistants	\$150 per month
J. C. Sowden	) 1 Sept. to 30 June	125 " "



Notice of  
motion  
re appoint-  
ment of  
A. Frumkin

The President gave notice that he would move at the next meeting of the Board that the appointment of A. Frumkin as a Lecturer in Metallurgical Engineering for 1940-41 at a salary of \$1,800 be approved.

Other recommendations from the President were approved as follows:-

Salary  
arrange-  
ments re  
Prof. R.  
Taylor

That Professor Ross Taylor of the Department of Mechanical Engineering, who was on sick leave for the Session 1939-40, be paid after October 1st, 1940, at the rate of \$200 a month for the balance of this academic year as he will be able only to do half his work.

Payments  
in con-  
nection  
with  
Kiwanis  
Club Grant

That the following payments to instructors and students be made as long as the course for the Canadian Navy in the Department of Physics continues under the grant made by the Riverdale Kiwanis Club:-

Instructors:

Professor Arnold Pitt	-	\$155 per month
Dr. J. M. Anderson	-	280 " "

Students: @ \$75 each per month:

D. B. Armstrong	DeLury Barber
R. L. Beatty	H. G. Burchell
S. J. Coombe	B. R. Holden
W. S. Joyce	J. C. Maynard
B. E. Miles	G. H. Tidy

Resigna-  
tion of  
Miss Smith

The resignation of Miss M. E. D. Smith, a clerk in the Registrar's Office, effective August 31st, 1940.

Resigna-  
tion of  
Prof. N.  
A. Mac-  
Kenzie

Also the resignation of Professor N. A. M. MacKenzie, Professor of Public and Private International Law, effective October 1st, 1940, in view of his appointment as President of the University of New Brunswick. In accepting this resignation with sincere regret the Board expressed their appreciation of the very valuable services rendered by Professor MacKenzie while a member of the staff of the University of Toronto and their best wishes for success in his new position.

Leave of  
absence  
to Mr.  
J. B.  
Bicker-  
steth

Leave of absence to Mr. J. B. Bickersteth, Warden of Hart House, from 1st September to 31st December, 1940, to enable him to remain in England at this critical time; the financial arrangements to be settled by the President. In this connection Mr. J. R. Gilley, Comptroller of Hart House, was appointed Acting Warden during Mr. Bickersteth's absence.

Leaves of  
absence  
granted  
during  
Summer

The Board confirmed the action taken during the Summer in connection with the following leaves of absence recommended by the President:-

Leaves of  
absence  
granted  
to -

Prof.F.B.  
Kenrick

To Professor F. B. Kenrick, Head of the Department of Chemistry, sick leave on full salary to 1st January, 1941, on the understanding that the staff of his department would undertake to take over his work; with authority for Professor A. R. Gordon to look after the routine administration of the department until Professor Kenrick's return.

Miss Helen  
Bryans

To Miss Helen Bryans, in charge of Physical Education for the Women Students of the Ontario College of Education, leave of absence without salary from 1st October, 1940, to 30th June, 1941, in order to accept an invitation to lecture in the Texas State College for Women, Denton, Texas. This leave had already been approved by the Minister of Education.

Mr. E.G.  
Moogk

To Mr. E. G. Moogk of the staff of the Superintendent's Office leave of absence from July 18th, 1940, for the duration of the war as he had been detailed for duty on active service with the Royal Canadian Engineers, C.A.S.F; with authority for the unexpended portion of his salary to be made available for temporary assistance in the Superintendent's Office for the balance of the year 1940-41.

Miss Irene  
Hill

To Miss Irene Hill, an Assistant in the Library, leave of absence without salary from 1st September, 1940, to 30th June, 1941; with authority for the transfer of the balance of Miss Hill's salary, viz: \$1,125, for the year to the vote for "Occasional Assistance".

Approval was also given to the following additional recommendations of the President:-

Use of  
funds in  
Institute  
of Child  
Study

Permission to use the following funds now available in the Institute of Child Study pending the approval of the Estimates for 1940-41:-

Equipment and Supply Account	-	\$500
Attendants' Account	-	500

Education-  
al Research  
budget

Authority for the following proposed budget of the unexpended balances, \$3,650.59, of the Carnegie Corporation grants for the Department of Educational Research for 1940-41, which also had the approval of the Minister of Education:-



Educa- tional Research budget	(a) Library	\$1,000.00
	(b) Office Supplies and Printing	1,000.00
	(c) Office Assistance	500.00
	(d) Tests (trial runs, etc.) and other researches	500.00
	(e) Travelling expenses	500.00
	(f) Unappropriated	150.58
		<u>\$3,650.58</u>

Confirma-  
tion of -

The Board also confirmed the action taken during the Summer in connection with the following matters:-

Transfer  
in Museum  
accounts

Authority for a transfer of the sum of \$285.47, being the balance remaining at 30th June, 1940, from "Maintenance" to "Suspense" Account of the Royal Ontario Museum, as requested by Dr. J. B. O'Brian.

Purchase  
of lathe  
in Depart-  
ment of  
Physics

Authority for Professor E. F. Burton to purchase a lathe from the J. H. Ryder Manufacturing Company at a cost not exceeding \$1,200, in connection with certain work undertaken by the Department of Physics for the Dominion Government Optical Glass Company; this amount to be charged to the McLennan Laboratory Research Fund until the money is received from the above-mentioned firm for services of the instrument makers who are doing this work.

The following donations were reported and were accepted with thanks and appreciation:-

Further  
donation  
from Hans  
Lundberg  
re Geo-  
physics

From Mr. Hans Lundberg an undertaking to pay a further sum of \$7,500 in connection with his continued support of the work in Geophysics in the Department of Physics, including \$2,000 for an Industrial Fellowship for the development of Chemical Spectroscopic Analysis.

Bursary  
from the  
Interna-  
tional  
Account-  
ants' &  
Execu-  
tives'  
Corpora-  
tion

From the International Accountants' and Executives' Corporation of Canada, an offer of a bursary of \$25 to be awarded upon the following conditions:-

"The bursary shall be granted to the undergraduate who is thought apt to benefit, of any year, of any department or faculty, on recommendation of the College authorities and those acting on behalf of the Corporation, and to whom all matters in reference to the bursary are to be referred for decision on the Corporation's behalf; those acting for the Corporation being -  
The President of the University of Toronto  
The Dean of Graduate Studies  
The Director of the Department of University Extension"

Other communications were presented and dealt with as follows:-

Payment  
of fees  
for  
British  
School  
Girls

From Miss Lilian Watson, Executive Secretary of the National Council of Education, stating that the British School Girls in Major Ney's party who had attended the University last year were unable to

Payment  
of fees  
of  
British  
School  
Girls

obtain funds from England for the continuation of their studies and asking if it would be possible for them to register if the Foreign Exchange Control Board continued to withhold money from them. Upon the President's recommendation the Board approved of an arrangement whereby the fees of the following students referred to in Miss Watson's letter would be charged in the regular manner but payment of same deferred until arrangements were ultimately made for the transmission of funds from England:-

Eluned Carey-Evans	- Faculty of Medicine. Studies interrupted by appendectomy.
Joan Davis	- Victoria College - Pass Arts. Failed year.
Freda Hopkins	- Trinity College - Honor Science. Transfer to Pass Course.
Mary Hollington	- Faculty of Medicine. 1st year. Passed
Hazel Peck	- Physiotherapy Course. Allowed two months' hospital training and repeat year.
Jean Taylor	- S.P.S. Architecture. Passed.
Elizabeth Vaux	- Physiotherapy Course. Passed.
Marjorie Brown	- Trinity College - Pass Arts. Failed year.

Payment of  
fees of  
refugees  
or evacuees  
attending  
Evening  
Tutorial  
Classes

In this connection also the Bursar presented a letter from Mr Dunlop, Director of University Extension, enquiring as to what action should be taken regarding the fees of refugees or evacuees attending Evening Tutorial Classes, and setting forth the case of Mrs. M. A. Pithie from Switzerland who was here for the duration of the war without any money and who wished to enrol in these classes. The Board decided that the same action be taken in this case as with the the British School Girls, it being understood that any similar cases for enrolment in the Evening Classes be submitted to them individually for their approval.

Regula-  
tions for  
Military  
Training  
of Under-  
graduates

From the President submitting the following recommendation regarding military training for male undergraduates, which was approved by the Board:-

"To the Board of Governors,  
University of Toronto.

Gentlemen:-

I recommend that the Board of Governors approve the resolution of the Conference of Canadian Universities, after consultation with the Hon. C. G. Power, Associate Minister of National Defence, and the Hon. J. G. Gardiner, Minister of War Service, that all physically fit male undergraduates, who are eighteen years of age and over at the time of registration in the University be required to take military training.

The University Conference further agreed that in view of the compulsory military training Senior Intercollegiate Competitions be discontinued for the coming year."

12 September, 1940.

(Sgd) H. J. Cody



Payment  
of wages  
to em-  
ployees  
attend-  
ing  
Military  
Camp of  
N.P.A.C.

In the cases of University employees attending camp in connection with the Non-Permanent Active Militia, the Board decided that the salaries or wages of such employees would be paid for the usual two weeks these men are at camp, and that the matter of consideration to be given in connection with draftees be taken up at a later date.

Letter  
of thanks  
from H.P.  
Needham

From Mr. H. P. Needham, Chief Supervisor of Housing British Child War Guests, expressing thanks to the President and the staff of the University for their great assistance and co-operation in lightening his task.

Letter  
of thanks  
from Dr.  
Fothering-  
ham's fam-  
ily

From the family of the late Dr. J. T. Fotheringham gratefully acknowledging the Board's expression of sympathy in their recent bereavement.

Letter  
of thanks  
from Mrs.  
Simpson

Also from Mrs. L. J. Simpson and family expressing sincere thanks for the sympathy extended to them upon the death of Dr. Simpson.

Carnegie  
Fund re  
Education-  
al Research

From Professor Peter Sandiford outlining existing arrangements governing the operation of the Carnegie Rotating Fund for the Department of Educational Research, which is administered entirely by him and not by the Bursar's Office as is the case with practically all the other funds, but in view of the explanations given and of the innumerable changes involved the Board decided that the fund be left in Professor Sandiford's hands for the time being, and that the matter be reconsidered at a later date, say one year hence.

Exemption  
to Prof.  
Williams  
re parti-  
cipation  
in retir-  
ing allow-  
ance  
scheme

From Professor C. G. Williams stating that he did not wish to participate in the retiring allowance plan of the University and consequently, in view of the fact that deductions from his salary for this purpose were to commence in September, he would appreciate it if exemption of payment on this plan could be arranged. After considering the matter the Board ordered that if Professor Williams would write a letter relinquishing any claim to a retiring allowance, either for himself or for his wife, he would not be required to contribute by way of deductions from his salary.

Letter  
from A.G.  
Christie  
re Dr.  
Jackson's  
report

From Mr. A. G. Christie, Professor of Mechanical Engineering at Johns Hopkins University, stating that he thought the report of Dr. Jackson on the survey in the Faculty of Applied Science, copy of which he acknowledged, was a splendid one, and setting forth some suggestions intended for constructive purposes and not as criticisms of the University or its policies.

Offers re  
purchase  
of various  
properties

From various agents offering to the University the following properties:-

Nos. 92 College Street (Estate of late Dr. G. B. Smith)  
229 College Street (Oddfellows' Temple)  
4 Willcocks Street (Estate of late Dr. A. H. W. Caulfeild)

but the Board decided that they were not interested in acquiring any of these properties at the present time.

Canada  
Packers'  
annual  
report &  
proxy for  
Special  
Meeting

From the Secretary of Canada Packers Limited transmitting a copy of their Annual Report and Balance Sheet for the year ending March 28th, 1940, together with notices of the Annual Meeting on August 30th and of a Special General Meeting to be held on September 24th. The Chairman and the Bursar were authorized to sign on behalf of the Board the necessary form of proxy for this latter meeting.

Presenta-  
tion to  
the Univer-  
sity of  
portrait  
of Dr. W.B.  
Hendry

The President presented a letter from Mrs. W. B. Hendry expressing her desire to present to the University the portrait of her late husband painted by Sir Wyly Grier upon Dr. Hendry's retirement from the staff of the Department of Obstetrics & Gynaecology. This portrait was accepted with sincere thanks and appreciation and it was suggested that the same might be hung in a suitable place in the Medical Building.

Invest-  
ment in  
Dominion's  
Second War  
Loan

The Bursar reported that in view of the fact that \$49,300 of Dominion of Canada 4½% Bonds held by the University matured at 1st September, 1940, he had communicated with the Chairman of the Board and with Mr. Osler, Chairman of the Finance Committee, and Mr. Ross, and obtained their approval to convert the proceeds of these bonds into the new issue of the Dominion's Second War Loan, together with an amount of \$150,700 in cash, making a total of \$200,000. As this order had to be placed the day before the Board meeting arrangements were made with the firm of Bartlett, Cayley & Company, who had been appointed by the National Subscription Committee, to enter the order on behalf of the Governors pending confirmation of the same, and accordingly -

It was moved by Mr. Osler,  
Seconded by Mr. Bryce,  
And Resolved,

That the Governors of the University of Toronto make application for the purchase of a total of Two Hundred Thousand Dollars (\$200,000) of the Dominion of Canada 3% Second War Loan Bonds, due 1st October, 1952, this amount to consist of One Hundred and Fifty Thousand, Seven Hundred Dollars (\$150,700) in cash, together with the conversion of Forty-nine



Second  
War Loan  
(Cont'd)

Thousand, Three Hundred Dollars (\$49,300) of Dominion of Canada 4½% Bonds, due 1st September, 1940; and that authority be and it is hereby given for the Chairman, D. Bruce Macdonald, and the Bursar, C. E. Higginbottom, to sign and affix the seal of the Board to any necessary documents in connection with this transaction.

Current  
Expendi-  
ture

The Bursar presented his statements, certified by the Auditor, of the expenditure made during the months of June, July and August, from the Accountable Warrants authorized at the meetings of June 13th and 27th, and the same were laid on the table. Also his Estimate, under By-Law No. 20, of the amount required to defray Current Expenditure for the balance of the month of September and the first part of October. Ordered that an Accountable Warrant for Two Hundred and Fifty Thousand Dollars (\$250,000) be issued to the Bursar.

Auditors'  
account  
re segre-  
gation of  
Trust  
Funds

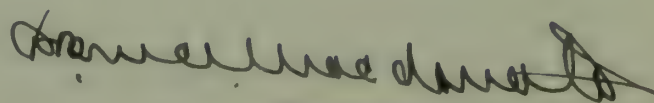
The Bursar also presented a letter from the University Auditors, Messrs. Clarkson, Gordon, Dilworth & Nash, enclosing a detailed account for \$1,000 in connection with the special services rendered by them regarding the proposed segregation of Trust Funds from the General University Funds, and in approving of the payment of the same the Board authorized an additional vote of \$1,000 to the appropriation for "Auditors' Fees".

Professor  
Underhill's  
case

In connection with the statements alleged to have been made by Professor F. H. Underhill at the Couchiching Conference on 24th August, 1940, the President presented an explanation of the situation so far as he had been able to obtain information. There was presented to the Board a statement from Professor Underhill and considerable correspondence addressed to the President. Some of the correspondence criticized the alleged statements, while other correspondence drew attention to the fact that Professor Underhill must have been mis-reported. The Board discussed the matter at some length and at 6:30 p.m. adjourned the meeting to re-assemble on Monday, September 16th, at 4:30 p.m. for further consideration of this issue and the transaction of other unfinished business. The President was requested to present a report on Professor Underhill's case at the adjourned meeting.

Minutes confirmed

Sep. 26/1940

  
Chairman





Minutes of the adjourned meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Monday, September 16th, 1940, at 4:30 p.m.

Present -

The Chairman (Dr. Macdonald)  
The Chancellor  
The President  
Mr. Osler  
Mr. LaBine  
Hon. Dr. Bruce  
Dr. Gibson  
Hon. Dr. Kelly

Chief Justice Rose  
Dr. Anderson  
Mr. Bryce  
Mr. Rogers  
Mr. Neilly  
Hon. Dr. Ferguson  
Mr. Morrow

The Bursar was present as Secretary

The following donations were reported and were accepted with thanks and appreciation:-

Gifts of  
late  
Principal  
Maurice  
Hutton

From the Public Trustee a notification that under the Will of the late Principal Maurice Hutton the Governors had been bequeathed the sum of \$2,500, the income from which was to be paid to the winner of the McCaul Classical Matriculation Scholarship in University College; together with busts, bronzes, pictures, etc., to University College; and books to the University Library, to the Council of University College, and to the Women's Union.

Bequest of  
Martha  
Jones to  
U. C.  
Women's  
Union

Also from the Public Trustee a notification that under the Will of the late Martha Alice Jones, a graduate of University College, the sum of \$300 had been bequeathed to the Women's Union for the objects and purposes of said Union.

Wing Com-  
mander  
Joy's  
donation  
re Aerial  
Navigation

From Wing Commander D. G. Joy the sum of \$100, which had been returned by him for services in connection with Evening Tutorial Classes, to establish a fund to assist young men in the Course in Aerial Navigation.

Gift of  
Miss Anne  
Laidlaw  
re depart-  
ment of  
Archaeology

From Miss Anne Laidlaw, 32 North Sherbourne Street, Toronto, the sum of \$100 intended originally for the purchase of photographs and prints from Italy by Professor Homer Thompson of the Department of Archaeology but which, at Miss Laidlaw's request, was subsequently used to buy books on Classical Archaeology as it was not possible to obtain the photographs and prints since Italy's entry into the war.

Josiah  
Macy Jr.  
Founda-  
tion  
grant  
and dis-  
continu-  
ance of  
work under  
same

From the Josiah Macy Jr. Foundation, a cheque for \$1,350 in continued support of the investigations on neurogenic and hormonal influences upon the cardiovascular system under the direction of Dr. G. E. Hall. In this connection Dr. Hall had reported that as the studies which had been planned under this grant had to be interrupted on account of more urgent work dealing with war research, the sum of \$1,200 remaining in the total grant of \$2,700 would not be needed, and the Foundation was advised accordingly.

Scottish  
Rite grant  
and discon-  
tinuance  
of work  
under same

From Dr. G. E. Hall advising that he had informed the National Committee for Mental Hygiene of New York that the work which had previously been carried out under their grant from the Scottish Rite funds would have to be discontinued on account of the facilities of the Department of Medical Research having to be utilized for war researches, and that in fairness to the Committee the cheque covering the final payment should not be accepted.

Maple Leaf  
Fund Inc.,  
New York,  
grant re  
needs of  
children  
brought  
from  
England

From Mr. Victor Goggin, President of the Maple Leaf Fund Inc. of New York, a cheque for \$5,830.91 to be used upon the express terms and conditions as set out in his letter as follows:-

"Dr. H. J. Cody,  
University of Toronto,  
Toronto, Canada.

Dear Dr. Cody:-

I enclose herewith a Chase National Bank draft on the Royal Bank of Canada, Toronto, for \$5,830.91 in Canadian dollars, said draft being payable to the Governors of the University of Toronto.

This sum is being sent to the Governors of the University of Toronto upon the following express terms and conditions:

1. This sum shall be held separate and apart from and not commingled with other funds of your Institution.
2. Separate accounts shall be kept, showing in detail the disbursements of this sum, and upon reasonable notice, an accounting shall be furnished at any time.
3. Your Institution shall render to us on September thirtieth and every three months thereafter, a detailed statement of the expenditures made to that date from said sum.
4. Any balance not expended on June 30, 1941, shall be returned to us, subject, however, to our renewing the availability thereof for a further period of one year upon the conditions herein stated.
5. This sum shall be applied to the needs of children brought from England to Canada, who have been taken into homes or whose support has been otherwise undertaken by foster parents, it being specifically understood, however, that these children shall be those children of university staffs in England about whom we have conversed and whom you have advised us are the specific responsibility of the Women's Committee of the Alumni Federation of the University of Toronto.



Maple  
Leaf  
Fund  
(Cont'd)

6. In any publicity with reference to this sum, the donor shall be referred to as The Maple Leaf Fund, Inc., and the restrictions herein contained shall be kept confidential. It is essential for our future work that we receive the maximum of publicity for this donation, but that no mention of the restrictions be made lest other donors feel that there might be a limitation upon their giving and, therefore, divert their funds elsewhere.

7. It is essential that in allocating this sum, it be done in such a manner that its disbursement be for a selected group and in such amount that the benefits to be derived by this group will extend over the year's period.

8. The sum now sent is an individual subscription to aid the work you are now doing, which is above-mentioned. It shall not be considered in the nature of a yearly sum available to you for the duration of this emergency, nor should you consider that there is even a possibility of its being available a year hence.

It is always possible, however, that if the work you do and the use you make of these funds is such as to warrant another allotment, the source of the funds is always open to consideration of your problem.

If the above expresses your understanding of the terms and conditions discussed, would you be so kind as to so indicate at the foot of this letter.

Yours very truly,

THE MAPLE LEAF FUND, INC.

By: (Sgd) Victor Goggin  
President

July 11th, 1940.

The above correctly sets forth the terms and conditions with respect to the said sum of \$5,830.91 to the Governors of the University of Toronto.

(Sgd) H. J. Cody  
President

(Sgd) C. E. Higginbottom  
Secretary

The Board confirmed the action taken in accepting this gift which necessitated the President and the Secretary signing the above form, and it was decided that any expenditure from this fund should be recommended by the President to the Board for their approval.

Columbian  
Carbon Co.  
Fellowship

From the Columbian Carbon Company of New York a cheque for \$1,149.43 representing the second instalment of \$1,000 on account of their Fellowship in the Department of Physics, plus a premium of \$149.43.

Mary  
Keenan  
Award

From Mr. F. K. Morrow a cheque for \$200 to cover the Mary Keenan Award for 1940-41.

Miss Janet  
McLennan  
donation

From Miss Janet McLennan the sum of \$300, the income from which is to be used to provide a prize in the Department of Physics in memory of her late brother, Sir John Cunningham McLennan; the details in connection with the same to be arranged at a later date.

From the National Research Council, Ottawa, the following grants, in connection with which payments were authorized as requested in the respective letters:-

Physics:

\$ 500 - Research on the Raman Effect of Mixtures  
800 - " " Aviation - Burton  
500 - " " Electron Microscope  
1,100 - War Project, P.E.1 - Burton  
2,500 - " " P.E.2 - Burton

Chemistry:

\$1,871 - Various researches under Dr. A. R. Gordon of a scientific nature and which are considered to be very confidential

Psychology:

\$6,000 - Aviation Research - Bott, for psychological investigations

Medicine:

\$ 770 - Research of a study of factors affecting the distribution of water and electrolytes in the gastro-intestinal tract, under Dr. R. A. Cleghorn

Medical Research - Banting: Aviation

\$30,000 - Low Temperature Altitude Chamber - Eglinton  
25,000 - Accelerator Project in collaboration with Professor H. W. Price  
5,529 - Special Project  
2,000 - Equipment for Plane for High Altitude

Professor  
Underhill's  
case

The following report dealing with the alleged statements made by Professor Underhill at the Couchiching Conference was received from the President:-

To the Board of Governors:

Gentlemen:-

In response to your request for a report on Professor Underhill and the statements alleged to have been made by him at the recent Couchiching Conference, I beg leave to state as follows:-

After careful inquiry I find that there is no stenographic report of his speech and of the subsequent discussions, nor is there other satisfactory evidence to support the published account of what he said. I therefore recommend that no action be taken in respect thereof.

(Sgd) H. J. Cody  
President

September 16th, 1940.

After considering the report of the President the following motion was

Moved by Dr. Gibson,  
Seconded by Chief Justice Rose,  
And unanimously adopted -

That there is no stenographic report or other satisfactory evidence to support the published account of what was Professor Underhill's statement at the Couchiching Conference, and therefore no action should be taken in respect thereof.

The meeting adjourned at 6:25 p.m.

Minutes confirmed

Sept. 26<sup>th</sup> 1940

*[Signature]*

Chairman

*Indefinite  
in 10-*



Minutes of the meeting of the Board of Governors held in the Board Room, Simcoe Hall, on Thursday, September 26th, 1940, at 4 p. m.

Present -

The Chairman (Dr. Macdonald)	Mr. Morrow
The Chancellor	Mr. LaBine
The President	Mr. Osler
Chief Justice Rose	Dr. Anderson
Mr. Neilly	Mr. Burns
Hon. Dr. Ferguson	Mr. McCullagh
Hon. Dr. Bruce	Mr. Ross

The Bursar was present as Secretary

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Dr. Russell	Mr. Rogers
Dr. Gibson	Hon. Dr. Kelly
Mr. McCarthy	

The minutes of the regular meeting held on September 12th and of the adjourned meeting held on September 16th were read and confirmed.

Arising out of the minutes the following matters were reported:-

Payment  
of fees  
for  
British  
School  
Girls

A further letter was presented from Miss Lilian Watson, Executive Secretary of the National Council of Education, expressing thanks for the action taken by the Board regarding the fees of British School Girls enrolled at the University, and stating that the students concerned were deeply grateful for this consideration. Miss Watson also stated that two of these girls, Marjorie Brown and Joan Davis, had failed in their year and were not returning to the University, but that they had another girl, Margaret Woods, in their care who hoped to enter Trinity College this Session. The Board concurred in the President's recommendation that this case be treated in a similar manner to those mentioned in the previous group.

Maple Leaf  
Fund Inc.  
grant re  
children  
from  
England  
and dis-  
bursements  
by U.of T.  
Women's  
War Ser-  
vice  
Committee

In connection with the grant of \$5,830.91 from the Maple Leaf Fund Inc. of New York for the needs of children of University staffs in England who have been brought to Canada, there was presented a letter from Professor George H. Duff, on behalf of the Sub-Committee for British Overseas Children of the University of Toronto Women's War Service Committee, transmitting an accounting of the sum of \$1,088.25 by that organization, in accordance with the agreement to forward the first statement by September 30th, 1940, together with explanatory letters in connection with the same, and

Upon motion of the President,  
Seconded by Mr. Burns,  
It was Resolved,

That approval be given to the expenditures as detailed in the statement submitted by the University of Toronto Women's War Service Committee, through their Sub-Committee for British Overseas Children, to a total of \$1,088.25, and that the Committee be reimbursed for this amount from the Maple Leaf Fund Inc. now in the hands of the Bursar; and that a detailed statement of this expenditure be forwarded to Mr. Victor Goggin, President of the Fund, by September 30th, 1940, as requested by him, together with an expression of the thanks of the Board for the privilege of being able to disburse this money for such a worthy cause.

Invest-  
ment re  
Domin-  
ion's  
Second  
War Loan

The Bursar reported that in connection with the application for \$200,000 of Dominion of Canada 3% Second War Loan Bonds due 1st October, 1952, previously authorized by the Board, he had been advised that the University would be allotted only 75% of the cash application of this order, and that consequently the completed purchase would be as follows, to which the Board gave its approval:-

\$162,300 Dominion of Canada 3% Second War Loan Bonds, due 1st October, 1952, @ 98.75, consisting of:-		
(a) the conversion of \$49,300 Dominion of Canada 4½% Bonds, due 1 September, 1940	-	\$ 49,300.
(b) the 75% allotment of the original cash applic- ation of \$150,700, viz: \$113,000	-	113,000.
		<u>\$162,300.</u>

Forest  
School  
Practice  
Camp

In connection with the proposed site for the Forest School Practice Camp, Mr. Morrow reported that the Royal Bank of Canada were now prepared to accept the sum of \$3,250 for the right, title and interest of Mickle, Dymont & Son, Limited, in the land and timber in the township of Sherborne near Dorset, Ontario. Mr. Morrow further



Forest  
School  
Practice  
Camp  
(Cont'd)

reported that he was assured that the Government would grant to the University certain additional areas in this vicinity. After discussing the matter -

It was moved by Mr. Morrow,  
Seconded by the President,  
And Resolved,

That the Board accept the offer of the Royal Bank of Canada to transfer to the University for the sum of Three Thousand Two Hundred and Fifty Dollars (\$3,250) all the right, title and interest of Mickle, Dymont & Son, Limited, in the land and timber, together with certain other areas, in the Township of Sherborne near Dorset, Ontario; this sum to be charged to the Whitney Bequest.

Appoint-  
ments

The following appointments were made upon the recommendation of the President and the salaries were fixed at the amounts set opposite the respective names:-

Promotions from 1 July, 1940

Faculty of Medicine:

Obstetrics & Gynaecology:

W. G. Cosbie	- Assistant Professor	\$200 per an.
D. M. Low	- Associate	200 " "

Sessional Appointments 1940-41

Faculty of Arts:

Physics:

H. G. Stark	) Research Assistants, from	100 " mo.
R. W. McKay	) 1 Sept., 1940, to 30 June, 1941	250 " "

Chemistry:

M. H. Thomas	- Assistant	\$724
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Biology:

C. W. J. Armstrong	)	900
M. G. Neal	) Demonstrators	900
Miss R. D. C. Martin	)	500
S. J. Hart	)	400
W. A. Kennedy	)	450
W. M. Sprules	) Assistants	400
D. G. Wilder	)	400
H. B. Wressell	)	300
A. Prince	- Laboratory Attendant	450
Miss E. Caesar	- Secretarial Assistant	720

Faculty of Medicine:

Bio-Chemistry:

A. D. Barton	- Fellow (vice P. Hamilton, resigned)	800
--------------	---------------------------------------	-----

Physiology:

Dr. Margaret Mitford	- Demonstrator, 1 Sept., 1940 to 30 June, 1941	\$100 per mo.
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Obstetrics & Gynaecology:

W. A. Dafoe	- Senior Demonstrator	\$150
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Faculty of Applied Science:

Mining Engineering:

H. J. Reilly	- Assistant Mechanician (32 weeks)	960
--------------	------------------------------------	-----

Applied Physics:

The appointment of V. L. Henderson, Lecturer (vide folio 221) was amended by making the remuneration	2,150
--	-------

Faculty of Dentistry:

T. N. Scott	- Demonstrator	563
-------------	----------------	-----

School of Hygiene:

Epidemiology & Biometrics:

J. H. Baillie	- Fellow, Biometrics	900
---------------	----------------------	-----

Appoint-  
ments  
(Cont'd)

<u>Ontario College of Education:</u>			
Mrs. R. A. Young	- Instructor, Women's Physical Education (vice Miss Bryans on leave of absence)		\$2,400
Educational Research:			
A. J. Bohnen	)		500
Miss M. J. Frazer	) Research Assistants		500
Miss G. O. Whittaker	)		500
<u>Special Research:</u>			
Research Assistants:			
Biology:			
Miss V. E. Engelbert	- \$400	Miss A. M. Ironside	600
W. W. Judd	- 300	Miss D. W. Kirk	300
C. Nicol	- 300	V. E. F. Solman	300
Miss G. Workman	- 450		
Psychiatric Research:			
J. G. Dewan	- 1 July to 30 June		500
B. H. McNeel	- 1 August to 30 June	\$500 per an.	
D. W. Loughheed	- 1 October to 30 June	25 " Mo.	
N. L. Easton	) cancelling previous	200 " an.	
L. D. Proctor	) appointments (vide folio 236)		500
Banting:			
D. W. Loughheed	- October		80
J. Stern	- 1 October to 30 June	80 " mo.	
Best:			
Mrs. Elizabeth Rutherford	- Physiological Hygiene	100 " "	
<u>University Extension &amp; Publicity:</u>			
Instructors:			
Course in Physiotherapy:			
W. J. Gardiner	- Therapeutics and Use of Machines and Supervisor of the Course in Physiotherapy		500
Miss Rebecca Shilton	- Chief Instructor		1,800
Mrs. F. E. Woodcock	- Massage		1,200
Miss Margaret Frank	- Physiotherapy		1,200
H. deW. Ball	- Anatomy		75
E. Fidler	- Physiology		300
J. A. McGeachy	- First Aid		60
School of Nursing	- Bedside Nursing		120
Hospital for Sick Children	- Use of pool - 8 weeks		45
D. S. Ainslie	- Physics - part time		100
Miss F. M. Quinlan	- do.		100
Miss K. M. Crossley	- do.		100
Ruggles George	- Anatomy		125
Course in Occupational Therapy:			
Miss H.P. LeVesconte	- Chief Instructor and Supervisor of the Course		600
Miss Alda Gibson	- Occupational Therapy		1,000
Miss Dorothy Despard	- do.		900
Miss Isobel Loudon	- Art and Applied Design		900
H. deW. Ball	- Anatomy		75
E. Fidler	-		150
Institute of Child Study	- Child Study		200
Miss Jean Hampson	- Practical Application of Course		100
J. H. Ryan	- Bookbinding		200
Miss Nora Lea	- History and Practice of Social Work		100
Ontario College of Art	- Plastic Arts, Metal Work		300
Dr. Ruth Franks	- Psychiatry		200
G. W. Howland	- Neurology (6 lectures)		60
A. T. McLachlan	- Wood-working		1,200
Trinity College	- Use of rooms for classes		250
W. K. F. Kendrick	- Psychology		100
J. A. Falconer	- Cardiac Diseases (5 lectures)		50
A. A. Fletcher	- Arthritis (3 " )		30
F. I. Lewis	- Surgical Conditions (3 " )		30
R. G. Armour	- Neurology (5 " )		50
J. L. McDonald	- Orthopaedic Surgery (4 " )		40
J. H. Elliott	- Tuberculosis (3 " )		30
Miss Elizabeth Bowling	- Speech Correction (5 " )		50
Norman Dean	- Workmen's Compensation Act		10
E. Stanley Ryerson	- Elementary Hygiene		200



Appoint-  
ments  
(Cont'd)

University Extension & Publicity: (Cont'd):

Course in Aerial Navigation:

E. P. Bridgland	- Theory of Flight	\$ 900
E. L. Cousins	- Airport Layout	150
R. R. Grant	- Business Administration	150
M. J. Pollett	- Airline Procedure	150
J. W. Melson	- Avigation	300
G. P. Beal	- Chemistry	200
John Patterson	- Meteorology	300
J. A. Houpert	- French	200
F. S. Hogg	- Astronomy	300

The following representatives from other Faculties were appointed to sit on the Council of the Faculty of Dentistry for the Session 1940-41:-

Professors	W. H. T. Baillie	- Biology
	E. F. Burton	- Physics
	Duncan Graham	- Medicine
	V. E. Henderson	- Pharmacy
	F. B. Kenrick	- Chemistry
	W. H. Piersol	- Histology
	E. J. Pratt	- English
	N. B. Taylor	- Physiology
	H. Wasteneys	- Bio-Chemistry
	J. C. Watt	- Anatomy
	W. J. T. Wright	- Drawing

The following were appointed from the Royal College of Dental Surgeons as representatives on the Council of the Faculty of Dentistry for the Session 1940-41:-

G. Harold Campbell, D.D.S.	- Orangeville, Ontario
H. W. Reid, D.D.S.	- 195 Yonge St., Toronto
L. D. Hogan, D.D.S.	- 1969 Wyandotte St., Walkerville

Confirma-  
tion of  
appoint-  
ment of  
A. Frumkin

In accordance with the notice previously given, the President moved that A. Frumkin be appointed a Lecturer in Metallurgical Engineering for 1940-41 at a salary of \$1,800, and this appointment was accordingly made.

Notice of  
motion re  
appoint-  
ment of  
Bora Laskin

The President gave further notice that he would move at the next meeting of the Board that the appointment of Bora Laskin as a Lecturer in Law for 1940-41 at a salary of \$1,800 be approved.

Other recommendations by the President were approved as follows:-

Additional appropriations:

University Extension & Publicity:

"Course in Aerial Navigation"	-	\$ 8,000
"Course in Occupational Therapy"	-	8,000
"Course in Physiotherapy"	-	7,000

Transfers in appropriations:

School of Hygiene

From the unexpended balance at credit of Endowment Fund		
To "Supplies"	-	500

Faculty of Applied Science:

From "Salaries - Metallurgical Engineering"		
To "Salaries - Applied Physics"	-	150

The following donations were reported and were accepted with thanks and appreciation:-

J.S.McLean  
Fellowship  
donation

From Mr. J. S. McLean a cheque for \$625 to cover the award of the J. S. McLean Fellowship in University College for 1940-41 to Miss F. G. Halpenny.

National  
Research  
Council  
grant re  
Astronomy

From the National Research Council a cheque for \$125 as a grant for research work in the Department of Astronomy under Professor R. K. Young.

National  
Research  
Council  
grant re  
Medicine

Also from the National Research Council a cheque for \$250 as a further payment on the grant in support of a study of factors affecting the distribution of water and electrolytes in the gastro-intestinal tract under the direction of Dr. R. A. Cleghorn of the Department of Medicine.

Charges  
brought  
against  
S.Levine,  
Physics

The President brought up the case of Dr. S. Levine, Fellow in Geophysics in the Department of Physics, who was recently charged with a breach of the Defence of the Realm Act as a result of his associations with certain communists. Letters were submitted from Professor E. F. Burton, Head of the Department, and after discussing the matter at some length the Board concurred in the recommendation of the President that Dr. Levine's suspension from the staff be continued and that the University Solicitor be instructed to attend Court when the case comes up and to obtain a stenographic report of the proceedings.

Toronto  
Conservatory of  
Music  
Annual  
Meeting

There was presented a letter from the Secretary-Treasurer of the Toronto Conservatory of Music advising that the Annual General Meeting of the Conservatory would be held on Wednesday, October 9th, 1940, at 5 p.m., and -

Upon motion of Hon. Dr. Bruce,  
Seconded by Mr. Neilly,  
It was Resolved,

That the Chairman of the Board, Dr. Bruce Macdonald, and the President, Hon. H. J. Cody, be instructed to attend this meeting and to cast a vote for the election of the Governors of the Conservatory for the ensuing year, including two members of the University Board as Controlling Governors.



Extension  
of leases  
No. 188  
Yonge  
Street

The Bursar presented a letter from Mr. L. Reitman, of Reitman's Inc., tenants of the property owned by the University at No. 188 Yonge Street, applying for a five-year extension of the present lease. This request was due to the fact that although the lease does not expire until 1942 Reitman wishes to instal oil-burning equipment and make other improvements to the premises, and the Imperial Oil Company, which is installing this equipment, is allowing Reitman to spread the payments over a period of five years and consequently he wants to be assured of permission to occupy the premises during this period.

Upon motion of Mr. McCullagh,  
Seconded by Hon. Dr. Bruce,  
It was Resolved,

That the Board approve of the extension for a further period of five years of the leases of the premises at No. 188 Yonge Street, and also of the installation of oil-burning equipment by the Imperial Oil Company and of certain other improvements to the building, on the understanding that the cost of the same is met by the tenant and that the proposed changes are submitted to the Board for their approval before being proceeded with.

Further list  
of leaves  
of absence  
for war  
service

The Bursar also submitted a further list, covering the period 1 July to 30 September, 1940, of members of the staff who had been granted leave of absence for the duration of the war as follows:-

<u>Name</u>	<u>Title</u>	<u>Depart- ment</u>	<u>Date of Leave</u>	<u>Rank</u>
<b>ARTS:</b>				
E. C. Cross	Secretary	Biology	August, 1940	Royal Canadian Air Force
<b>MEDICINE:</b>				
J. W. Brennan	Jr. Dem'r	Surgery	Sept., 1940	Capt., R.C.A. M.C., M.D. #2
R. B. Kerr	"	Medicine	July, 1940	Lieut. #2 Casualty Clearing Station, R.C.A. M.C.
S. McCracken	Animal Caretaker	Physiology	August, 1940	Private, R.C.A.S.F.
R. I. Macdonald	Jr. Dem'r	Medicine	August, 1940	Capt., #2 Casualty Clearing Station, R.C.A. M.C.
L. B. Macpherson	Res. Asst.	Med. Res. Banting	July, 1940	Lieut., Headquarters Staff, 2nd Division, R.C.A.M.C.
J. R. F. Mills	Fellow	Surgery	Sept., 1940	do.
C. H. Watson	Jr. Dem'r	Surgery	July, 1940	do.
<b>APPLIED SCIENCE:</b>				
T. R. Loudon	Prof.,	Civil Eng.	July, 1940	Squadron Leader, Training School, Montreal

War  
leaves  
(Cont'd)

ADMINISTRATION:

E. G. Moogk

Assistant

Superin-  
tendent's  
Office

July, 1940

Capt., Royal  
Can. Engin-  
eers, C.A.S.I

CENTRAL POWER PLANT:

J. P. Buchanan

Trimmer

C. P. P.

July, 1940

Sapper, Royal  
Canadian En-  
gineers

Notice of  
motion  
from Mr.  
Neilly re  
Professor  
Underhill

The following notice of motion was received from Mr.

Balmer Neilly:-

That the President be instructed to advise Professor F. H.  
Underhill that the Board will not re-engage him at a salary equiva-  
lent to that which he is now receiving.

*Indefinite  
S.P.*

The meeting adjourned at 6:10 p.m.

*at 10/40* Minutes confirmed

*John Gibson*  
Acting Chairman









Minutes of the meeting of the Board of Governors held  
in the Board Room, Simcoe Hall, on Thursday, June 27th, 1940, at 4 p.m.

Present -

The Chairman (Dr. Macdonald)	Hon. Dr. Ferguson
The President	Mr. Burns
Dr. Gibson	Dr. Anderson
Mr. Ross	Chief Justice Rose
Mr. Osler	Mr. Neilly

The Bursar was present as Secretary.

Before proceeding with the business of the meeting the Secretary reported that he had been informed on behalf of the following members that they would be unable to attend:-

Hon. Dr. Kelly  
Mr. Rogers

The minutes of the last meeting were read and confirmed.

Resolu-  
tion of  
condol-  
ence on  
death of  
Dr. J.G.  
FitzGerald

In connection with the death of Dr. J. G. FitzGerald,  
Professor of Hygiene and Preventive Medicine, Director of the School of  
Hygiene, and Director of the Connaught Laboratories -

It was moved by the Hon. G. Howard Ferguson,  
Seconded by Balmer Neilly, Esq.,  
And unanimously resolved,

That this Board records its sense of the deep loss which the University of Toronto has suffered in the death of the late Dr. John Gerald FitzGerald at the early age of 58, and its appreciation of the distinguished services rendered by him to this University, to his country and to the cause of Hygiene and Preventive Medicine throughout the world. One of our own graduates, he took post-graduate work in various institutions on this continent and in Europe, and finally became a permanent member of the Medical Faculty of Toronto in 1913. He ultimately became Professor of Hygiene and Preventive Medicine and Director of the School of Hygiene, and was an outstanding figure in the fields of bacteriology, pathology and psychiatry as well as in his special department of Preventive Medicine. He was Dean of the Medical Faculty from 1932 to 1936. For many years he was a member of the Health Committee of the League of Nations and one of its four public health expert assessors. He was also one of the scientific directors of the International Health Division of the Rockefeller Foundation. This Foundation used his services on various occasions in different parts of the world to gain information about public health education and organization. In his knowledge and ripe judgment, the Foundation had fullest confidence.

In this University his name will be forever linked with the foundation and growth of the Connaught Laboratories and with the erection, equipment and endowment of the School of Hygiene. Through the initial generosity of the late Colonel Sir Albert

Resolu-  
tion re  
Dr. J. G.  
FitzGerald  
(Cont'd)

Gooderham, K.C.M.G., - a member of this Board - the Laboratories, begun in a small way, grew under the impulse and vision of Dr. FitzGerald and the able colleagues whom he chose, to be a world famous centre of manufacture and research in the field of Preventive Medicine, in the words of the New York Times "now recognized as the finest in the world". This is Dr. FitzGerald's real monument. Owing to its high esteem of him the Rockefeller Foundation built for this University the first unit of the School of Hygiene and gave it a total endowment of \$850,000.

Dr. FitzGerald was one of the leaders of his profession in the world, and one of the chief factors in the development of medical research in this University. He has helped to win for Preventive Medicine its proper place in the training of doctors and in public policies. Above all he has rendered this special service - of creating an organization and a group of fellow workers who will carry on his work and realize his ideals in the generations to come.

To his widow and his children the Board expresses its heartfelt sympathy.

Arising out of the minutes the following matters were reported:-

Connaught  
Laborator-  
ies Commit-  
tee Annual  
Report

In accordance with notice previously given Mr. Neilly moved, seconded by Mr. Osler, that the Annual Report of the Connaught Laboratories Committee covering the fiscal year ending March 31st, 1940, be approved, and the same was adopted as follows:-

"To the Chairman of the Board of Governors,  
University of Toronto,  
Toronto, Ontario.

Dear Sir:-

The Report of the Acting Director, and the Financial Report as prepared and certified by our Auditors, coupled with certain remarks to follow, are presented herewith, and constitute the Annual Report of the Connaught Laboratories Committee for the fiscal year ended March 31st last.

The Acting Director's Report speaks for itself and describes in brief manner the more important activities of the Laboratories during the period under review.

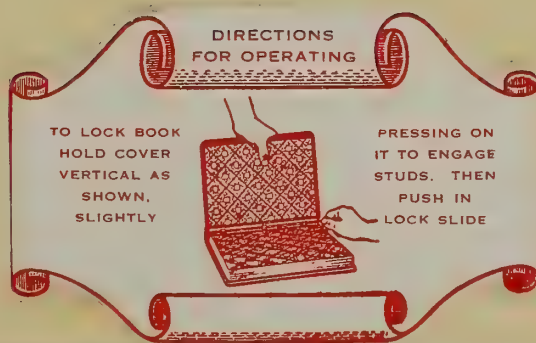
Under Revenue and Expenditure Account you will note that sales last year amounted to \$645,226 and exceeded the previous year's gross by \$40,413. However, for reasons that will be enumerated later, the operating margin, instead of increasing proportionately, actually dropped from \$74,794 in the previous year to \$38,954.

During the year manufacturers in the United States, distributing products similar to those produced by the Connaught Laboratories, reduced their prices, and, although we are not in competition, it was considered prudent on our part to adjust our prices to generally conform with theirs.

Increased sales at lower prices necessitated additional labour and more material purchased on a rising market.

Then too, to put the Laboratories in a position to supply any likely demand from the military authorities, we undertook certain preparatory expenditures. It may be that the demand for such products will fall short of our estimates and a loss will result, but the knowledge that we are prepared to play our full part, if necessity arises, does, we believe, justify such expenditures under conditions presently prevailing.

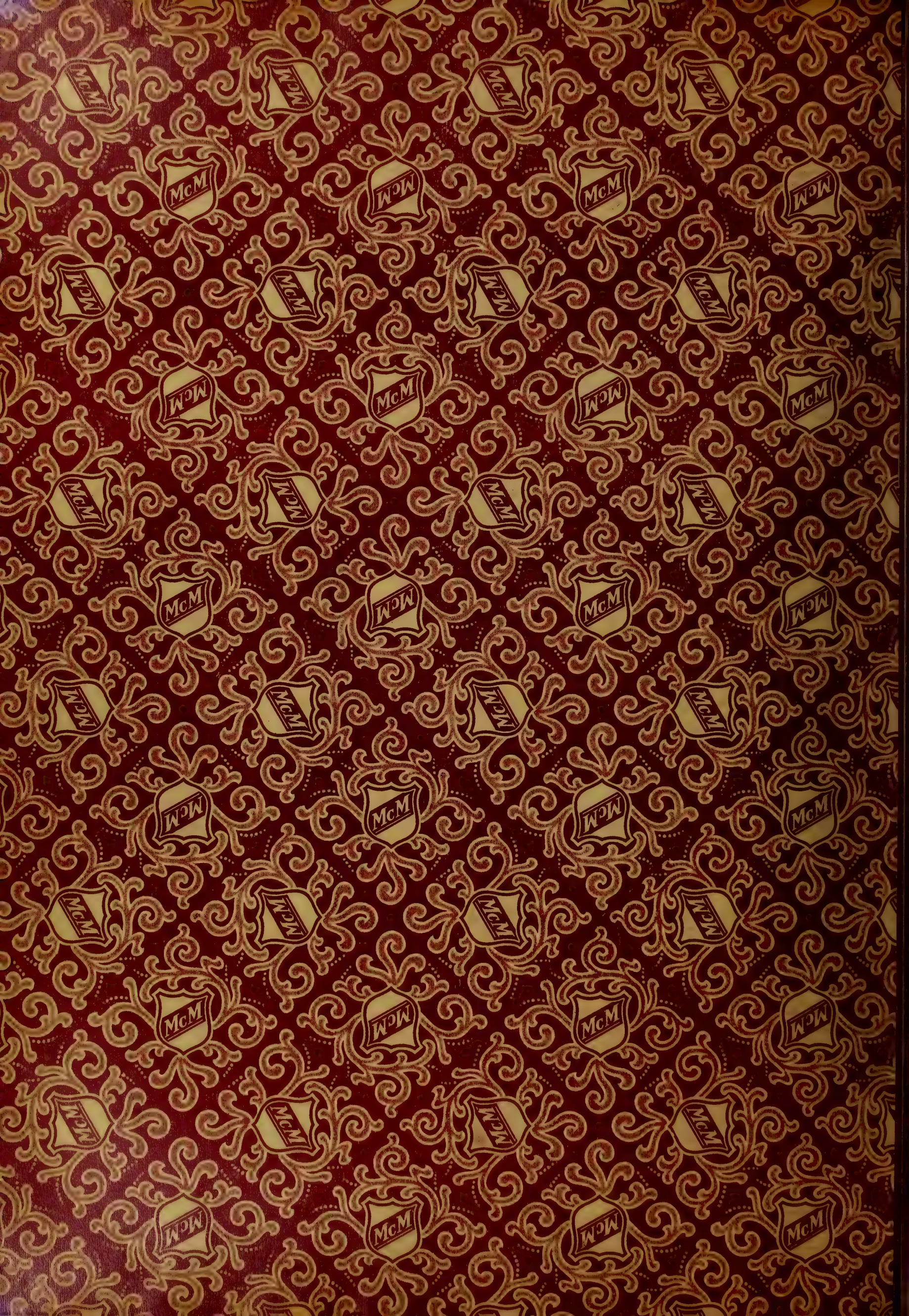




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HOOKED END OF SLIDE AND WITH ROD END  
OF KEY PUSH SLIDE TO ENGAGE LOCK.







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Index to Minute

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of the

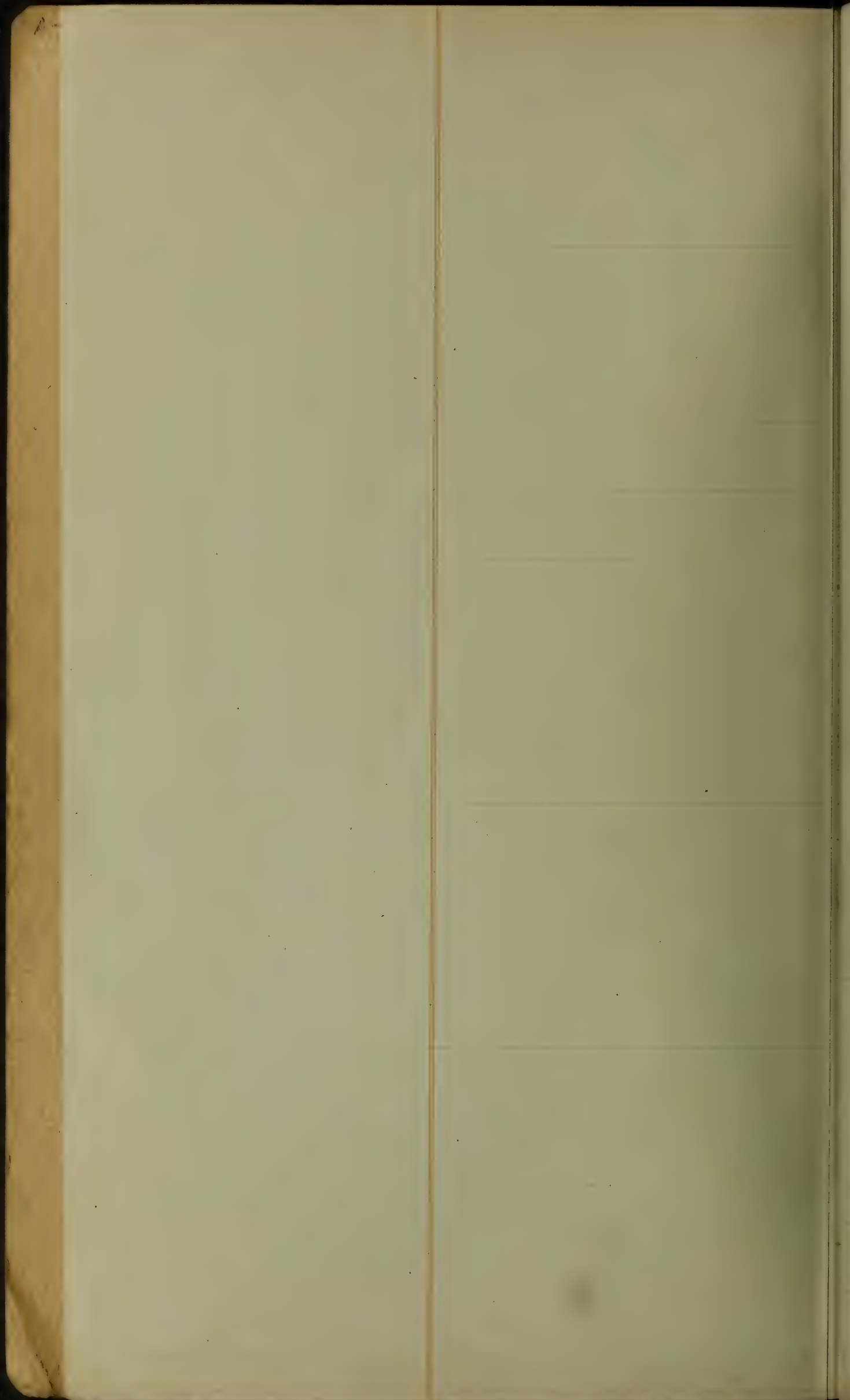
Board of Governors

28 May, 1939

to

26 September, 1940

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